

# **PART-III**



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**HAND BOOK  
OF  
ELECTION OFFICER'S  
FOR  
CO-OPERATIVE ELECTION  
IN ODISHA**

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## **(I) INTRODUCTION**

After 97th amendment of the Constitution of India, Odisha Cooperative Societies Act, 1962 was amended in the year 2012. As per section 28 AA of the said amended Act the superintendence, direction and control of the preparation of electoral rolls for and the conduct of elections to a Cooperative Society shall vest in the State Cooperative Election Commission consisting of a State Cooperative Election Commissioner. The office of the State Cooperative Election Commission has also Secretary, Deputy Secretary, Law Officer, Officer on Special Duty and other supporting staff.

The role of Election Officer is crucial in the process of election, as provided under the Act and the Rules. Smooth conduct of election mainly depends on the Election Officer for which he is required to be well versed with detailed procedures and legal provisions relating to preparation of electoral roll and conduct of elections. He is required to exercise due caution and care for conduct of election in a free and fair manner.

This Hand book tries to give broad outlines of duties and responsibilities of Election Officer for ready reference. This booklet, though not exhaustive, will be helpful to them at the time of conduct of elections. However the Election Officers are advised to refer to the relevant provisions under the Act and Rules framed there under, whenever the need arises.

## **(II) MAIN ITEMS OF WORK:**

The Election Officer is required to discharge his duties relating to the following main items of work.

1. To ascertain and ensure intimation by the Chief Executive of the Society about expiry of the term of committee six months before such expiry. [Section 28- A (2)]
2. To ascertain and ensure about organisation of constituencies by the committee. [Sub-rule 3, (3-a) (3ab) of rule -6]

3. Fixation and publication of the date of election at least two months prior to the date of election subject to the direction of State Cooperative Election Commission. [Rule 4]
4. Finalisation of the number and location of polling stations. Rule- 4(5)
5. To publish notice for various stages of election at least thirty five days prior to the date of election. [Rule-5]
6. In case the constituencies are not organised by the Committee, it shall be lawful for the Election Officer to organise such constituencies on requisition by the Chief Executive.[Rule6 (3-a)].
7. Preparation of provisional electoral Roll (Constituency wise) and submission by the Chief Executive to the Election Officer prior to at least 40days of election date and publication thereof thirty days prior to the date of election.[Rule 6 (1& 4)]
8. To publish final electoral roll after hearing objections. Rule- 6 (6)
9. Issue of instruction to Chief Executive for supply of all election materials including Ballot box and Ballot papers. [Rule-16, 17, &18]
10. Appointment of polling and counting personnel.
11. Training to polling personnel & counting personnel.
12. Making transport arrangement for polling party.
13. Making police arrangement for the polling stations & counting places.
14. Filing of nomination papers. [Rule 7]
15. Scrutiny of nomination papers and recording of reasons for rejecting any nomination paper. [Rule 9]
16. Publication of list of valid nominations and symbols. [Rule 10]
17. Withdrawal of nominations [Rule11]
18. To notify list of contesting candidates on the notice board of the society. [Rule 11]
19. Printing of Ballot papers to be arranged and payment made by the society. [Section 28-A (8)] and Rule 18.

20. Procurement of Ballot boxes from places as per direction of Commission.
21. Polling, if necessary. [Rule 15]
22. Appointment of Election & Polling agent by the candidates and submission of letter of appointment to Election Officer. [Rule 12 & 13]
23. Supply of Ballot box, Ballot papers & election materials to the polling parties and deployment in polling station. [Rule 16, 17 & 18]
24. Adequate arrangement of safe transport and storage of ballot boxes in safe custody after completion of poll. Rule 35 (2)
25. After counting of votes and declaration of result, to send copies to Chief Executive of the Society, to the State Cooperative Election Commission and other concerned quarters. [Rule 46 (2)]
26. An account of election expenses by every contesting candidate to be lodged with the Election Officer within 30 days of declaration of result. Rule 47 (4)
27. If necessary, Election Officer within 2 days of lodging of the account shall cause a notice for inspection. [Rule 49]
28. After expiration of time for lodging the account, it shall be published by Election Officer in a statement. [Rule -51]
29. Hand over sealed pockets & other papers relating to election to the Chief Executive of the Society for safe custody. [Rule 52]
30. Over all supervision of election.

### **(III) POLL PROGRAMME :**

The State Government shall , by one or more notifications, publish, in the Odisha Gazette, the date or dates as may be recomondated by the State Cooperative Election Commission calling upon the Cooperative Societies to elect Members of the Committee of the Society in accordance with the provisions of the Act & Rules made there under. [Rule 3 (1-a)]

#### **(IV) APPOINTMENT OF ELECTION OFFICER:**

The State Cooperative Election Commission shall by general or special order, appoint one or more Election Officers for different Societies from out of the officers & the staff made available to him under sub-section (6) of section 28 AA and Rule -3 (2) the officers so appointed shall perform the duties as entrusted to them in accordance with the directives of the State Cooperative Election Commission.

The order of appointment shall be published in the Odisha Gazette and communicated to said officers, the Society concerned and the concerned person appointed under section 3 in whose local limit the Headquarters of the Society is located.

The Election Officer so appointed shall be responsible for conduct of the elections and perform the duties as provided in the Act, the Rules, and directives issued by the Election Commission from time to time.

#### **(V) PRELIMINARY WORKS TO BE ATTENDED BY ELECTION OFFICER:**

(a) Soon after appointment, the Election Officer shall ascertain from the Chief Executive of the Society whether intimation of date of expiry of Committee sent to the Commission in time or not (six months before such expiry) as required under section 28 A (2) and Rule 3 (3-a) of Election Rules.

(b) Secondly, it should also be ascertained whether intimation as required under Rule 3(3-b) of election Rules regarding organisation of constituencies by the Committee sent by the Chief Executive supported by resolution of Committee at least forty days prior to date of election or not. In case constituencies are not organised, the Chief Executive shall send a requisition to the Election Officer for organisation of such constituencies and it shall be lawful for the Election Officer under Rule 6(3-a) to organise the constituencies in accordance with the provisions of the Act & Rules framed there under.

#### **(VI) POLLING STATION:**

As per Rule 4 (5) of OCS (Elections to Committees) Rules, 1992 the Election Officer shall finalise the number & location of polling stations having regard to following principles and subject to direction of State Cooperative Election Commission in this regard.

- (a) To allot at least one polling station per one thousand voters Rule 4(5).
- (b) Polling booth may be located preferably in Society premises. If Society premises are not available or unsuitable, alternative suitable public building may be located as deemed proper.
- (c) Polling booth should not be in police station, hospital or religious institutions.

#### **(VII) FIXATION OF DATE OF ELECTION AND ISSUE OF TWO MONTHS NOTICE:**

The Election officer, shall fix the date of election of the Members of Committee and published by the Chief Executive of the concerned society in the manner prescribed under Rule 4, at least two months prior to date of election, in accordance with the programme communicated by the State Cooperative Election Commission

The Election Officer shall ensure that publication is made by the Chief Executive and in case of failure, the matter be brought to the notice of State Cooperative Election Commission. Provisional Electoral Roll to be submitted by the Chief Executive at least forty days prior to the date of election.

#### **(VIII) NOTICE FOR VARIOUS STAGES OF ELECTION:-**

##### **(Notice prior to thirty five days of the date of poll):-**

The Election Officer on receipt of form of notice shall cause service of notice of various stages of election on the members of the society (excluding nominal members) by publishing in the manner as prescribed under Rule 5 at least thirty five days prior to the date of election. The form of notice to be furnished by the Chief

Executive shall contain details of particulars of date, time & place of various stages of election relating to the following items of works.

1. Publication of provisional electoral Roll.
2. Filing of objections on provisional electoral Roll, hearing and disposal of objections.
3. Publication of final electoral Roll.
4. Filing of nomination along with fees and security deposit.
5. Scrutiny of nomination paper and filing of objection, if any, hearing and disposal thereof.
6. Publication of the list of valid nominations.
7. Withdrawal of nominations.
8. Publication of list of contesting candidates with symbols.
9. Polling, if necessary.
10. Counting of votes and declaration of result of election.

The form of notice shall contain full particulars of constituencies and the offices in respect of which election shall be held. The form of notice shall be signed by the Election Officer with date and published in the manner prescribed and copies sent to the concerned quarters with copy affixed in the notice board of their office and branches if any.

The programme and period of time prescribed in OCS (elections to committees) Rules 1992 (As amended) is mentioned as under for ready reference.

| <b>Programme 1</b>  | <b>Period of Required</b>                                       |
|---|---|
| 1. The Chief Executive of the society shall furnish authenticated copies of the provisional voter list to the Election officer, under E.R. 6 (4). | At least forty days prior to the date fixed for election.       |
| 2. The Election officer to cause publication and service of the form of notice containing full particulars of the constituency, the offices in    | At least thirty five days prior to the date fixed for election. |



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| respect of which elections shall be held and the dates, place and hours between which various items of works of election process to be under taken.                    |  |
| 3. Publication of Provisional Electoral Roll. E.R 6 (4)  | Thirty days prior to the date fixed for election.                                |
| 4. i) Filing of objection to the provisional electoral roll before Election officer under E.R. 6 (5).  | Within four days from the date of publication of the provisional electoral roll. |
| (i) Hearing of the objections filed, and finalisation of the same by the Election Officer under E.R.6 (5).   | Within three days from the date of receipt of objection.                         |
| 5. Display of the final electoral roll by the Election officer on the notice board of the head office of the society under ER 6(6).                                    | Within two days immediately following the day the electoral roll so finalised    |
| 6. i ) Filing of nomination paper before Election officer by candidate or through proposer under ER7 (1).  | Within three days from the date of publication of the final electoral roll.      |
| ii) Affixture of a list of nomination papers entered in the register in some conspicuous place of the place fixed for filing of nomination under E.R 8 (3).            | As soon as may be, after closer of the nominations.                              |
| 7. Scrutiny and examination of nomination papers raising objection thereon, by the candidates, their Election agent or one proposer of each candidate under E.R 9 (1). | Within two days from the last date fixed for filing nominations.                 |

|  |   |
|--|---|
| 8. i) Examination of nomination papers, enquiry and decision on objections under E.R9 (2).   | On the day immediately following the last date fixed for filling objection.                     |
| ii) When Election officer defers his decision and provides opportunity to rebut objection, under E.R.9 (2).  | One day more.   |
| 9. Display of list of valid nominations on the notice board of head office of the Society by the Election officer, under E.R .10.  | On the date immediately next to the last date of disposal of objections to the nomination.      |
| 10.i) Filing of application for withdrawal nomination by candidates under E.R. 11 (1).   | During office hour on the date next to the date of publication of the list of valid nomination. |
| ii) Permission by the Election officer for such withdrawal, and publication of the final list of contesting candidates on the notice boards of the head office of the Society, under E.R.11 (2). | On the date next to the date fixed for filing application for withdrawal of nomination.         |
| 11. Polling.   | Date fixed for holding election.<br>Hours- 7 A.M. to 4 P.M.                                     |
| 12. Counting.  | Immediately after completion of polling   |

#### **(IX). ELECTORAL ROLL:**

**As provided under rule 6 (1):** The Chief Executive of the society subject to the direction of State Cooperative Election Commission shall prepare the Provisional Electoral for each constituency incorporating there in.

a. Incase of Primary Cooperaitive Socities, the name of indivisual members and head of Self Help Group except the nominal members, who are members as on the date of publication of the notification are qualified to vote, with their address as entered in

the membership Register, alongwith their father/mother or husbands name, as the case may be, sex and other particulars regarding whether they belong to the SC/ST/Other Backward Classes and

b. In case of Central or Apex Cooperative Society, the name of the member of the electoral college as on the date of publication of notification and are qualified to vote, with their address alongwith their father/mothers name as the case may be, sex, alongwith the name of the society, body corporate or local authority to which he represents in the Electoral College and whether he belongs to SC/ST/OBC.

c. The authenticated copies of provisional electoral roll of each constituency organised by the committee in the manner prescribed under the Act & Rules shall be furnished to the Election Officer **at least 40 days prior to the date of election**. The Election Officer or any person authorised by him shall publish the Electoral Roll by affixing it on the Notice Board of the Society and its branches, **thirty days prior to the date of election Rule 6 (4)**

d. Objection, if any, shall be filed on the provisional electoral roll in writing showing details of objections & full particulars of objections **within four days from the date of publication** before the Election Officer [Rule 6 (5)]

e. The Election Officer after hearing shall finalise and correct the Electoral Roll **within three days from the last date of receipt of objections**. [Rule 6 (5)]

f. The final Electoral Roll shall be displayed in the notice board of head office of the society **within two days of finalisation of Electoral Roll**. Rule 6(6)

#### **(X) NOMINATION:**

a. Nomination shall be filed by the Candidate or through his proposer for election of the Member of the Committee in form I, (to be supplied by Chief Executive of the society on application & payment of fees) before the Election Officer **within three days of publication of final Electoral Roll** [Rule 7] along with security deposit and fees fixed by the State Cooperative Election Commissioner. The nomination form

shall be duly filled in all respects by the candidate and signed by him and his proposer & seconder with date and time

b. The Election Officer shall maintain a register in which all nomination papers received are entered chronologically and category wise in the manner prescribed under Rule (8). The Election Officer shall acknowledge receipt on demand by the candidate. The Election Officer shall draw a horizontal line under the last nomination paper received and write “Nomination closed” with signature, date & time. List of nominations received and entered in form I-A shall be affixed in a conspicuous place, of the place fixed for filing of nomination papers.

c. On the date & time fixed, the Election Officer shall allow the candidate or his election agent or one proposer to examine the nomination papers and file objections, if any, in writing with proof in that regard **within two days from last date fixed for filing nomination.** [Rule 9 (1)]

d. Election Officer shall examine the nomination papers & decide all objections after hearing and summary inquiry and endorse on each nomination paper his decision accepting or rejecting the same with brief statement of reason for such rejection. [Rule 9 (2) & (3)] while examining the nominations, the Election Officer shall keep in mind the following points for checking.

i). Whether nomination paper filed by the candidate duly filled in, complete in all respects and signed by the candidate, his proposer and seconder & filed along with fees & security deposit or not. Rule 7(3)

ii). Whether name of the candidate of reserved category appear in final electoral roll of any constituency as he can file nomination for the constituency reserved for his category. [Rule 7(4) (i)]

iii). Whether name of the candidate appears in the final electoral roll of any constituency as he can file nomination for unreserved seat. [Rule 7 (4) (i)]

iv). Whether the candidate filing nomination for more than one seat as he is not eligible for the same. [Proviso to Rule 7 (4) (i)]

v). Whether the name of the proposer & seconder appear in the electoral roll of the particular constituency or not, since voter of any other constituency is not eligible to be the proposer or seconder for the said office for that constituency. [Rule 7 (4) (ii)]

vi) Whether the voter is a proposer or seconder for more than one candidates as he is not eligible for the same [Provisio to Rule 7 (4) (ii)]

vii) Whether the candidate is ineligible for being chosen a Member of the Committee as provided under the Act, Rules & byelaws. The Election Officer shall keep in view the following for ready reference.

(viii). When the number of candidates for a particular constituency becomes equal to the number of voters ( or where number of voters are less than six) in the final electoral roll for that Constituency, signing by the Proposer or the Secunder as per Sub rule 3 & 4 is not necessary.

(ix). Whether candidate in the election is eligible for being chosen as member or President of the Society under the Act & Rules framed there under.

#### **(XI) DISQUALIFICATION AS MEMBER:**

**(Section 16, Section 16 A Section 19, Section -20, & section 28(3) of OCS Act, 1962 as amended from time to time)**

(a) If the candidate has not attended three consecutive General meetings or abstains from attending General Body/ Special General Body of the Society continuously for 1 year and such absence has not been condoned by the members in the General Body meeting. [Sec 16 A (1) (a-1)]

(b) If the candidate has not used two consecutive years the services below the minimum level specified in the byelaws. [Section 16 A (1) (a-2)]

(c) If he has not deposited such amount for such period as may be specified by the Registrar from time to time. [Section 19 (1)]

As per the latest notification of RCS (O) vide No-5163 Dated 26.03.2012 a member belonging to other than SC/ ST category shall have a minimum deposit of Rs.500/- (Rupees five hundred) and a member belonging to SC/ ST category shall

have a minimum deposit of Rs 100/- (Rupees one hundred) only with the PACS/ LAMPCS/ SCS /FSCS for a minimum period of 4(four) months preceding date of election to the committee of that Society to have voting right.

(d) He is not adjudicated an insolvent or an un-discharged insolvent.[Section 28 (3)(a)]

(e) If he has been sentenced for an offence involving moral turpitude and such sentences not having been reversed.[Section 28(3)(b)]

(f) If he is of unsound mind or is a deaf –mute or is suffering from leprosy Section [(28 (3) ( c )]

(g) If he is a family member of any paid employee of the society unless specifically permitted by the Registrar or Society composed exclusively of such employees.[Section 28 (3)(d)]

(h) If he has failed to pay any amount due, whether in cash or in kind, to the Society, it's Financing Bank or any other Society, on account of any loan or otherwise within three months from the date of notice by the Society the Financing Bank concerned for payment of such dues. However, if he makes payment of the dues before the date of filing his nomination he becomes eligible in this respect. [Section 28 (3) (e)]

(i) If he is directly or indirectly interested in any contract made with the Society or in any sale or purchase made by the Society or in any contract or transaction of the Society (other than investment & borrowings) or involving in any financial interests of the Society if the contract or transaction, sale or purchase be not complied.

[Section (3)(f)]

(j) If he has been expelled from a Society under section 21 (A). However disqualification will not apply if; [Section 28 (3) (g)]

\* Two years have elapsed from the date of such expulsion.

\* Registrar has sanctioned the readmission or admission within the said period as a member of the said Society or any other Society.

(k) If convicted on charge of misappropriation or defalcation of funds of any Society or has been found liable in a surcharge proceeding until such conviction or liability is reversed. [Section 28 (3) (h)]

(l) If he has been dismissed, discharged or removed from service of Government, Public Sector Undertaking, Local Body, a Cooperative Society or any other body corporate as a result of disciplinary proceedings on charge of embezzlement, misappropriation or any other misconduct involving moral turpitude unless such dismissal, discharge or removal has been reversed. [Section 28 (3) (i)]

(m) If he is holding any office of profit under state or central Govt, Public Sector Undertakings, Local Authority, Educational Institution or a Cooperative Society unless such Society composed exclusively of such persons or nominated under subsection (1) of section 31 or appointed under the Act to manage the affairs of a Society. Section 28 (3) (j)]

(n) If he is debarred under Representation of peoples act 43 of 1951 to contest election. [Section 28 (3) (k)]

(o) If he is retained or employed as a legal practitioner against the Society or on behalf of the Society except in an honorary capacity. [Section 28 (3) (m)]

(p) Abstains from attending the meeting of the committee of a Society over a continuous period of 6 months without prior intimation or upon such intimation Committee disapproves the abstention unless two years elapsed following date of expiry of six months. [Section 28 (3) (n)]

(q) If he has more than two children provided that nothing in this clause shall apply to a person who has more than two children as on the first day of January 1995 or, as the case may be, within a period of one year of the said date, unless such person begets an additional child after the period of one year. [Section 28 (3) (p)]

(r) A representative of a Society or a body corporate shall not be eligible for being chosen or for continuing as a Member or president of the committee of any other society in cases where the society or the body corporate which he represents, [Section 28 (3-a)]

\* Failed to pay any amount due, whether in cash or kind to the society, to financing bank or any other society on account of loan or otherwise within 3 months from the date of notice by the society or financing bank concerned for payment of such dues. This disqualification will not apply if payment of dues made before filing nomination at an election of society.

\* If he leaves membership of the society.

\* Is ordered to be wound up or dissolved.

**(XII) VALID NOMINATIONS AND SYMBOLS: [Rule-10]**

**Immediately next to the last date of disposal of objections to the nominations** the valid nominations along with the symbols allotted by the Election Officer shall be displayed in the notice board of the society. The Election officer shall not allot any symbol to the candidates which are associated with political parties as required under Rule 7(2) of OCS (Election to the Committees) Rules, 1992.

**(XIII) WITHDRAWAL OF NOMINATIONS & FINAL LIST OF CONTESTING CANDIDATES :[Rule-11]**

Any candidate may withdraw his nomination on a written application and deliver the same to the Election Officer by himself or through proposer during office hours on the next date of publication of valid nominations. Withdrawal once made is final & irrevocable. The Election Officer shall notify final list of contesting candidates on the notice board of the Society **on the next date of withdrawal of nominations.**

**(XIV) UNCONTESTED ELECTION: [Rule-14]**

After publication of valid nominations if the number of candidates in the constituency is found to be equal to or less than the number of seats to be filled, the Election Officer shall forthwith declare such candidates to be duly elected and shall complete and certify the declarations in Form-V. A signed copy of the declaration shall be sent forthwith to the State Cooperative Election Commissioner, DRCS and ARCS, under whose jurisdiction the head office of the Society is located. Where a



poll is taken, votes shall be given by secret ballot and no votes received by proxy. Every Member of a Society shall have one vote in the affairs of the Society (section -20).

**(XV) ELECTION PROCEDURE: [Rule-15]**

**a) Polling party:** - The Polling party will comprise of Presiding Officer, Polling Officers or any other person authorised by the Election Officer as per directions issued in this regard by the State Cooperative Election Commission.

**b) Appointment of Election Agent:-** If a contesting candidate desires to appoint any person to be his election agent, the candidate shall give notice of such appointment in Form- III delivering a copy to the Election Officer and a duplicate copy to the agent so appointed. [Rule 12]

**c) Appointment of polling agent and a counting agents:-** The candidate may appoint one polling agent and one relief agent in Form –IV duly signed by him. Similarly he may appoint not more than four agents to act as Counting Agents in Form –IV. [Rule 13]

**(XVI) SUPPLY OF ELECTION MATERIALS: [Rule 16]**

The Chief Executive shall supply the polling materials on the date of despatch of the polling parties to their respective Polling Stations to the Election Officer or such other person as the Election Officer may direct.

**(XVII) BALLOT BOXES: [Rule 17]**

Ballot boxes in required numbers may be procured by the Election Officer from DRCS / ARCS office or as directed by the State Cooperative Election Commission in this regard for supply to the Presiding Officers by the Chief Executive of the Society. Before supply, the boxes should be checked properly & ensured the same working properly or not.

**(XVIII) FORMS & MATERIALS: [Rule 16 & 18]** The Election Officer is required to use several Forms as prescribed in the Rules. The Election Officer shall direct the

Chief Executive to arrange printing of Forms and purchase of polling materials as per provision under section 28 A (8) and deliver the same to the Election Officer sufficiently ahead and such other forms required to be supplied to the candidates on application and payment of fees.

**(XIX) FORMS:**

- 1. Form I:** - Form of Nomination Paper (to be supplied to the candidate on application & payment of fees fixed by the State Cooperative Election Commission.)
- 2. Form I A:** - Form for Notice of nominations (to be used by the candidates and the Election Officer)
- 3. Form II:** - Form for publication of the list of valid nominations (to be used by Election Officer)
- 4. Form II A:** - Form for publication of final list of contesting candidates (to be used by Election Officer)
- 5. Form III:** - Appointment of the Election Agent (to be used by candidates.)
- 6. Form IV:** - Appointment of Polling Agent/ Counting Agent (to be used by candidates)
- 7. Form V:** - Form for Declaration of the result of uncontested Election (to be used by Election Officer)
- 8. Form VI:** - Ballot Paper to the office of President & Vice- President (to be supplied to Presiding Officer which is to be printed only after notice of list of contesting candidates published and where poll is taken up).
- 9. Form VI A:** - Ballot papers to Members of Committee (to be supplied to Presiding Officer which is to be printed only after notice of list of contesting candidates is published and where poll is taken up)
- 10 Form VII:** - Form for the list of Challenged Votes (to be supplied to the Presiding Officer for use on the day of poll)
- 11. Form VIII:** - Form of Deceleration by companion of Blind / Infirm voters. (to be used at polling station by Presiding Officer)

**12. Form IX:** - Form for list of Blind /Infirm voters (to be used at polling station by Presiding Officer)

**13. Form X:** - Form for list of tendered votes (to be used at polling station by Presiding Officer)

**14. Form XI:** - Form for Ballot Paper Account (to be used at polling station by Presiding Officer)

**15. Form XII:** - Form for Result Sheet (to be used at polling station by Election Officer.)

**16. Form XIII:-** Form for Return of Election (to be used by Election Officer )

**17.** Copy of Electoral Roll.

**(XX) ENVELOPES:**

1. For marked copy of Electoral Roll.
2. For Ballot Paper Account.
3. For unused Ballot Papers.
4. For tendered Ballot Paper with list of Tendered Ballot Papers.
5. For appointment of Polling/Counting Agent
6. For Challenged Voters.
7. For blind companion voters.
8. For cancelled Ballot Papers.
9. For any other papers as directed by State Cooperative Election Commissioner.

**(XXI) LABELS:**

1. Entrance.
2. Exit.
3. Waiting space (Male).
4. Waiting space (Female).
5. Ballot Box.
6. Poll Compartment.
7. Presiding Officer.

8. Polling Officer.
9. Polling Area.
10. Prohibited Area
11. Polling / Election Agent.
12. List of contesting candidates.

**(XXII) MATERIALS :**

1. Cross mark rubber stamp:- (prepared by society or procured from District Election Office).
2. Indelible Ink:- (procured from District Election Office ).
3. Sealing wax: – to be purchased by the Society.
4. Screen for voting compartment:-to be purchased by the Society.
5. Gum paste:- to be purchased by the Society
6. Lantern with Kerosine Oil: - to be arranged by the Society
7. Metal roll for detaching Ballot paper: – Arranged by Society.
8. Sutuli.
9. Cotton – String.
10. Self ink- pad.
11. Pencil.
12. Ball pen.
13. White Paper.
14. Pin.
15. Pusher.
16. Match box
17. Carbon paper.
18. Piece of cloth.
19. Tin.
20. Candle.
21. Rubber band.

- 22. Blade.
- 23. Needle.
- 24. Trunk with key.
- 25. Metal seal: - to be prepared or procured from District Election Office.
- 26. Seal :-(a) Presiding Officer (b) Polling Officer.-to be arranged by Society.
- 27. Distinguishing Mark: - to be prepared or procured from District Election Office.

**(XXIII) POLICE ARRANGEMENT :**

The Election Officer being in over all charge of election & responsible for smooth conduct of election, is required to keep a close watch of polling station and report to appropriate authority for attaching police personnel to the polling party to maintain law & order from beginning to end of election process wherever necessary.

**(XXIV) MODEL CODE OF CONDUCT:**

The Election Officer shall forthwith report to the SCEC in case of any violation as detailed in schedule –III of OCS Act 1962 of model code of conduct by the candidates.

**(XXV) APPOINTMENT OF PRESIDING OFFICERS AND POLLING PERSONNEL:**

The Presiding Officers and other Polling Personnel shall be appointed as per provision u/s 28AA (7) of OCS (Amendment) Act 2012 read with Rule 3(2) of OCS (Election to the Committees) Rules 1992 amended from time to time. The Election Officer shall ensure that all the polling materials are made available to the Presiding Officer for

smooth conduct of election. As per Rule 35 (I), the Presiding Officer shall deliver the following material to the Election Officer who shall be responsible for the safe custody of such materials as required Under Rule 35 (2)

- a. Ballot Boxes.
- b. Ballot Paper account.
- c. Sealed packets (Ref. to rule 34)
- d. All other papers used in the poll.

**(XXVI) PRINTING OF BALLOT PAPER : [Rule 18]**

The ballot papers are to be printed in form VI-A in consultation with the DRCS. The name of the candidates should be arranged in alphabetical order in the ballot paper. In case two or more candidates bear the same name, distinguish them from each other by the addition of their occupation or residence on the ballot paper. The constituency wise ballot papers may be distinguished from one another as per direction to be issued by State Cooperative Election Commissioner from time to time. Maintenance of secrecy of the printing of ballot papers and correction of the proof copy of the printing of ballot papers to avoid printing mistake are extremely important. No ballot paper other than printed ballot papers shall be used in election.

**(XXVII) TRAINING OF POLLING PERSONNEL:**

The Election Officer will arrange training for the Personnel to be deployed on poll duty as Presiding Officer and 1st Polling Officer in consultation with the concerned divisional DRCS and the Circle ARCS. It is necessary that the Polling Personnel are thoroughly acquainted with the procedure of conduct of elections, counting of votes and delivery of records and materials to the Election Officer.

**(XXVIII) POLLING STATION:**

Premises of the Society may be used for Polling Station. In case the space available in the society office is not sufficient enough to accommodate Polling Station or in case the same is not fit for Polling Station, the Election Officer will send requisition well in advance to the concerned authorities for use of the premises of the School/ College/

Gram Panchayat or any other Public Institution located nearby for use of Polling Station. No private premises shall be used for location of polling station.

**(XXIX) DURATION OF POLL :**

The Polling hours will be as fixed by State Cooperative Election Commissioner.

**(XXX) FRESH POLL IN CASE OF DESTRUCTION OF BALLOT BOXES ETC:**

Fresh poll in case of destruction of ballot boxes etc shall be made as per Rule – 36 of the OCS (Election to the Committees) Rule- 1992 and the election officer shall after completion of that poll, recommend the counting of votes on the date, time place fixed for the purpose of which notice has been given previously to the candidates.

**(XXXI) COUNTING OF VOTES:**

At every Election where a poll is taken, votes shall be counted by or under the supervision and direction of the Election Officer and each contesting candidate, his election agent and his counting agents shall have right to remain present during counting. [Rule-38].

No person other than the following shall be admitted to the place fixed for counting. [Rule-39]

- (a) Person appointed by the Election Officer to assist him.
- (b) Person authorized by the State Cooperative Election Commissioner.
- (c) Public servant on duty in connection with the election.
- (d) Candidates and their election agents and counting agents.

Before any ballot box is opened at a counting table, the counting agents present shall be allowed to inspect the seal for satisfying themselves that it is intact. [Rule-40]

If the election officer is satisfied that any ballot box has in fact been tampered with he shall not count the ballot papers contained in that box and shall follow the procedure laid down in rule – 36 of the OCS (Election to the committees) Rule - 1992 in respect of that polling station.

**(XXXII) SCRUTINY AND REJECTION OF BALLOT PAPERS: [Rule 41]**

The ballot papers shall be taken out from the ballot box and arranged in convenient bundle of fixed numbers and scrutinised bundle wise.

**(XXXIII) THE ELECTION OFFICER SHALL REJECT A BALLOT PAPER  
IF : [Rule 41]**

- a. It bears any mark or writing by which the voter can be indentified; or
  - b. No vote is recorded there on; or
  - c. Votes are given in favour of more than one candidate (where only one candidate is to be elected); or
  - d. The voter has recorded more marks than he is required to make where more than one candidate is to be elected; or
  - e. The mark indicating the vote thereon is placed in such manner as to make it doubtful to which candidate vote has been given; or
  - f. It is a spurious ballot paper; or
  - g. It is so damaged or mutilated that its identity as a genuine ballot paper cannot be established; or
  - h. It bears a serial number or design different from the ballot paper used at the polling station; or
  - i. It does not bear the mark and the signature which it should have borne under the provisions of sub- rule3of Rule – 25 of OCS (Election to the Committee) Rules, 1992. However, the ballot paper shall not be rejected on the ground that the mark indicating the vote is not distinct or made more than once to a particular candidate or due to any mistake or failure on the part of presiding Officer or Poling Officer for any defect mentioned in (h) and
- (i). Before rejection of any ballot paper the Election Officer shall allow each candidate and his election agent and counting agent present a reasonable opportunity to inspect the ballot paper. The Election Officer shall record on every ballot paper which he rejects the letter 'R' and the grounds of rejection in abbreviated form in his own hand. All ballot papers rejected shall be bundled together.



**(XXXIV) PROCEDURE FOR COUNTING OF VOTES: -[Rule-42]**

- (a) Every ballot paper which is not rejected under Rule – 41 shall be counted as a valid vote for the candidate for whom it has been recorded in the ballot paper.
- (b) No cover containing tendered ballot paper shall be opened and no such ballot paper shall be counted.
- (c) After counting of all the ballot papers, contained in all the ballot boxes used at all polling station has been completed, the Election Officer shall make the entries in a result sheet in form- XII and announce the same.
- (d) When an equality of votes is found, the lots to be drawn in such manner as the Election Officer may decide in presence of the candidates who may desire to be present and announcement may be made according to the result of the lots.
- (e) The valid ballot papers shall thereafter be bundled together and kept along with the bundle of rejected ballot papers in separate packets which shall be sealed and packets should bear the particulars about the name of the constituency, particulars of Polling Station where the ballot papers have been used and the date of counting.

**(XXXV) COUNTING TO BE CONTINUOUS:- [Rule -43]**

The Election Officer shall as far as practicable proceed continuously with the counting of votes. During any intervals when the counting has to be suspended, he shall keep the ballot papers, packets and other papers relating to election sealed with his own seal and seal of the candidates or election agents or counting agents as may desire to affix their seal. Precautions should be taken by the election officer for their safe custody during such intervals.

**(XXXVI) RECOMMENCING OF COUNTING AFTER FRESH POLL AND RECOUNTING OF VOTES:**

Recommencing of counting after fresh poll and recounting of votes if required shall be made as per Rule – 44 – 45 of the OCS (Election to the Committees) Rules – 1992.

**(XXXVII) DECLARATION OF RESULT: [Rule 46]**

(i) The Election Officer shall declare the candidate to whom the highest number of valid votes has been given, as having been elected and certify the return of election in form – XIII.

(ii) The Election Officer shall thereafter forthwith send copies of the return of election in form XIII under his signature and seal to the Chief Executive of the Society, State Cooperative Election Commission, Odisha, RCS (O), & DRCS & ARCS concerned in whose jurisdiction the head office of the Society is located.

**(XXXVIII) ELECTION OF THE PRESIDENT OF THE COMMITTEE**

**(A) Fixation of the date for election of President:- [Rule 4 (3)] Within two days from the date of the declaration of result of the election of the Members of the Committee** the Election Officer shall fix the date of election of the President/ Chairman. In case of LAMPS, office of the President shall be reserved for Scheduled Tribes.

**(B) Provision in the Bye –laws about designation of Head of the Committee:-** Examine the provisions in the Registered Bye-laws of the Society and ascertain whether the designation of the Head of the Committee is President or Chairman. Prepare the election notice accordingly.

**(C) Publication of notice and service thereof : [Rule 4 (3)& (4)]**

(i) The Election Officer shall fix the date of election of President **within two days from the date declaration of result of election of the Members of the Committee and published at least fifteen days prior to the date of election so fixed** in the notice board of the Society and shall cause service of the same on the members of the committee by registered post with due acknowledgement.

(ii) The notice for election of the President/ Chairman shall contain the full particulars of the date, place & time for:

(a) Filing of nomination papers by the candidates.

(b) Scrutiny of nomination papers by the candidates.

- (c) Filing of objection and furnishing of proof in support of objection by the candidates.
- (d) Hearing of objection and disposal thereof by the Election Officer.
- (e) Publication of valid nomination by the Election Officer.
- (f) Withdrawal of nomination by the candidate.
- (g) Publication of list of contesting candidates by the Election Officer.
- (h) Polling (if necessary)
- (i) Counting of votes and declaration of result of election.

**(D) Fees and security for filing of nomination:-** [ Rule 7 (3)]

The fees & security for filing of nomination for office of President are as fixed by the State Cooperative Election Commission.

**(E) On the day of Poll:-** [ Rule 21]

The Election Officer should reach the polling station one hour before the commencement of the poll with Polling Personnel and arrange for polling compartment, sitting arrangement and keep the ballot papers ready for voting by putting his full signature with date & seal of the society on the back side of each and every ballot paper. The Election Officer shall start preparation of the ballot box before the poll commences after demonstrating the ballot box to the candidates if present at the time that the ballot box is empty.

Then the Election Officer shall prepare the ballot box to balloting position by affixing his seal and that of the candidates if they so desire and keep the ballot box in full view of the election officer.

**(F) Commencement of Poll:-**

Procedure regarding verification of identity of voters, marking of indelible ink and issue of ballot paper to the voters, ballot paper account etc. shall be followed as it was followed in case of election of Members to the Committee.

**(G) Closing of Poll: -**

The Presiding Officer shall close the polling at the hour fixed and shall not allow any voter to cast his vote except the voters who are present in the polling station before closing of the poll.

As soon as practicable after closing of the poll, the Election Officer shall close the slit of the ballot box in presence of the candidates if any present at that time and allow them to affix their seal, keep the sealed ballot box in safe custody and make necessary arrangement for counting of the votes.

**(H) Counting of Votes: - [Rule 42]**

The Election officer shall start counting of votes in presence of the candidates or their proposers if they are present. Before the ballot box is opened at a counting table, the candidates present shall be allowed to inspect the seal to satisfy themselves that it is intact.

**(I) Declaration of result:- [Rule 46]**

After the counting of all the ballot papers contained in the ballot box has been completed the election officer shall make the entries in a result sheet in form XII. Recounting of voters if demanded by the candidate shall be disposed of as per Rule-45 of the O.C.S. (Election to the Committees) Rule, 1992.

The Election Officer shall declare the candidate to whom the highest number of valid votes has been given as having been elected and certify the return of election in form XIII and send copies of the return of election in form XIII, under his signature and seal to the Chief Executive of the society, the State Cooperative Election Commission, RCS (O) and the DRCS & ARCS in whose jurisdiction the head office of the Society is located. In case of equality of votes, provision under Rule 45 (1) shall apply.

**(XXXIX) ELECTION OF VICE – PRESIDENT OF THE COMMITTEE.**

**(A) Fixation of date of election of Vice- President:**

Within two days from the date of declaration of result of election of the President/ Chairman, the Election Officer shall fix the date of election of the Vice-President/ Vice-Chairman. In case of LAMPCS office of the Vice- President shall the reserved for Scheduled Tribes.

**(B) Reservation of the office of Vice- president for Women.** [Section 28A (i) (iii)]

Where the elected President of the Committee of the Society is not a woman the office of Vice- President/ Vice- Chairman shall be reserved for woman.

**(C) Provision in the Bye – laws about designation**

Examine provisions in the registered byelaws of the Society and ascertain whether designation is Vice- President or Vice Chairman, prepare the notice accordingly.

**(D) Publication of Election notice and service thereof:**

The notice fixing the date of election of the Vice- President shall be published at least fifteen days prior to the date of election so fixed in the notice board of the society

**(E) Procedure to be followed in the election of Vice- President/ Vice Chairman.**

Election procedure followed in the election of President/ Chairman shall be followed for the election of Vice- President/ Vice- Chairman and result shall be declared accordingly.

**(XXXX). ACCOUNT OF ELECTION EXPENSES: [RULE 47, 48, 49, 50, 51, 52]**

Every contesting candidate at an election shall lodge with Election Officer an account in Rule 48 of his election expenses containing particulars of each item as per Rule 48 between the date of publication of date of election and the date of declaration of result thereof. The total of said expenditures shall not exceed such amount as may be notified by Government. The Election Officer shall within two days of lodging of accounts by the candidates cause a notice specifying date, time & place for inspection. The Election Officer on payment of requisite fees may supply attested copy of such accounts to any member. The Election Officer shall also publish

statement of accounts of election expenses of candidates immediately after expiration of time for lodging of the accounts.

The Election Officer shall handover papers relating to elections to the Chief Executive of the Society duly covered and sealed with his seal and seal of Society and contesting candidates.

**(XXXXI) ASSISTANCE TO ELECTION OFFICER. :-**

The officers, office bearers, employees or any Members of the Society concerned, shall render every assistance to the Election Officer or any person appointed or authorised by the Election Officer in the holding and conduct of the elections and shall make available any record or information in his custody or knowledge that may be required by him for the purpose (Rule 55).

**(XXXXII) OFFENCES AND PENALTIES :-**

a) Any person wilfully indulging in any corrupt practice, prohibited act, disorderly conduct or misconduct within the meaning of section 28 AA shall be punishable with fine which may extend to (eighteen thousand rupees), or with imprisonment which may extend to one year, or both (Sub Section 12 of Section 115).

b) An officer or Member of a Society or any other person who does any act or omission declared by the rules to be an offence shall be punishable with fine which may extend to (ten thousand rupees) clause (b) of Sub Section 5 of Section 115.

Rule 56 of OCS (Election to Committees) Rules, 1992 envisages “Disobedience of any order of the State Cooperative Election Commission, or any officer authorised by him to hold, conduct and supervise the election, under the provisions of the Act, and the Rules framed there under or personation of a voter by any person including another voter, during the course of an election, shall be an offence for the purpose of clause (b) of Sub Section 5 of Section 115 of the Act.

**ଓଡ଼ିଶା**  
**ସମବାୟ ନିର୍ବାଚନ ନିମନ୍ତେ**  
**ପ୍ରଜାଲତି ଅଫିସରଙ୍କ**  
**ସହାୟକ ପୁସ୍ତିକା**

**ଓଡ଼ିଶା ରାଜ୍ୟ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗ**  
**ଭୁବନେଶ୍ୱର**





### ପ୍ରାରମ୍ଭିକ ସୂଚନା:-

ଓଡ଼ିଶା ସମବାୟ ସମିତି ଲିଖିତ କମିଟିର ସଦସ୍ୟ ପଦ ଗୁଡ଼ିକର ନିର୍ବାଚନ ପରିଚାଳନା କ୍ଷେତ୍ରରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ଭୂମିକା ଅତ୍ୟନ୍ତ ଗୁରୁତ୍ୱପୂର୍ଣ୍ଣ ଅଟେ । ସେ ଓଡ଼ିଶା ସମବାୟ ସମିତି (କମିଟି ଗୁଡ଼ିକର ନିର୍ବାଚନ) ନିୟମ ୧୯୯୨ର ନିୟମ- ୩ (୨) ପ୍ରକାରେ ରାଜ୍ୟ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗଙ୍କ ଦ୍ୱାରା ନିୟୁକ୍ତ ହୋଇଥାନ୍ତି । ଭୋଟ ଦାନ କେନ୍ଦ୍ରରେ ନିର୍ବାଚନର କାର୍ଯ୍ୟଧାରା ସୁନିୟନ୍ତ୍ରଣ ନିମନ୍ତେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କୁ ସମସ୍ତ ଆବଶ୍ୟକୀୟ ଆଇନଗତ କ୍ଷମତା ପ୍ରଦାନ କରାଯାଇଅଛି । ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ କିପରି ଅବାଧ ଓ ନିରପେକ୍ଷ ଭୋଟ ଗ୍ରହଣ ଶୁଦ୍ଧାନ୍ୱିତ ଓ ସୁଚାରୁ ରୂପେ ହୋଇପାରିବ, ତାହା ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ମୁଖ୍ୟ ଦାୟିତ୍ୱ ଅଟେ । ତେଣୁ ସେ ନିର୍ବାଚନ ପ୍ରକ୍ରିୟା ଓ ଏଥି ସମ୍ପର୍କୀୟ ଆଇନଗତ ବ୍ୟବସ୍ଥା ସହ ସମ୍ପୂର୍ଣ୍ଣ ଭାବେ ନିଜକୁ ଅବଗତ କରାଇବା ଅତ୍ୟନ୍ତ ଆବଶ୍ୟକ । ସେ ଓଡ଼ିଶା ସମବାୟ ସମିତି ସମୁଦ୍ଧର ଅଧିନିୟମ ୧୯୭୨, ଓଡ଼ିଶା ସମବାୟ ସମିତି (କମିଟି ଗୁଡ଼ିକର ନିର୍ବାଚନ) ନିୟମାବଳୀ ୧୯୯୨ ତଥା ଓଡ଼ିଶା ରାଜ୍ୟ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗ, ନିର୍ବାଚନ ଅଧିକାରୀ ଓ ଅନ୍ୟାନ୍ୟ କର୍ତ୍ତୃପକ୍ଷଙ୍କ ଦ୍ୱାରା ବିଭିନ୍ନ ସମୟରେ ଦିଆଯାଇଥିବା ଆଦେଶ ଓ ଅନୁଦେଶ ଗୁଡ଼ିକ ସମ୍ପୂର୍ଣ୍ଣରୂପେ ପାଠ କରି ସେ ବିଷୟରେ ଉପଯୁକ୍ତ ଧ୍ୟାନ ଦେବା ଏବଂ ପାଳନ କରିବା ଆବଶ୍ୟକ । ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ କର୍ତ୍ତବ୍ୟ ସଂପର୍କରେ ଆଇନ ତଥା ନିୟମ ଅନ୍ତର୍ଗତ କେତେକ ବ୍ୟବସ୍ଥା ସମ୍ପର୍କରେ ସୂଚନା ପ୍ରଦାନ କରାଗଲା ।

ଏହି ପୁସ୍ତକ ନିର୍ବାଚନ ସମାପ୍ତି ପରେ ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କୁ ଫେରସ୍ତ କରିବେ ।

୧. ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ନିୟୁକ୍ତି ଓ ତାଙ୍କର କେତେକ ପ୍ରମୁଖ ଦାୟିତ୍ୱ ସମ୍ପର୍କରେ:-

କ. ନିୟୁକ୍ତି ପତ୍ର ପାଇଲା ପରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିଜ ଦଳର ଅନ୍ୟାନ୍ୟ ପୋଲିଂ ଅଫିସର ଓ ସଦସ୍ୟଙ୍କ ସମ୍ପର୍କରେ ନିଜକୁ ପରିଚିତ କରିବା ଆବଶ୍ୟକ ।

ଖ. ସେ ଭୋଟଦାନ କେନ୍ଦ୍ରର ଅବସ୍ଥିତି ଓ ସେହି ସ୍ଥାନକୁ ମାର୍ଗ (Route) ବିଷୟରେ ଆବଶ୍ୟକୀୟ ସୂଚନା ପ୍ରାପ୍ତହେବା ଆବଶ୍ୟକ ।

ଗ. ସେ ଭୋଟଦାନ କେନ୍ଦ୍ରର ଆଇନ ଶୁଦ୍ଧା ସମ୍ପର୍କରେ ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ସହ ଆଲୋଚନା କରିପାରନ୍ତି ।

ଘ. ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ଦ୍ଵାରା ପାର୍ଯ୍ୟ ତାରିଖ ଓ ସମୟରେ ପ୍ରଶିକ୍ଷଣ ସ୍ଥଳରେ (Training Centre) ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିଶ୍ଚିତ ଭାବେ ହାଜର ହୋଇ ନିର୍ବାଚନ ପ୍ରକ୍ରିୟା ସମୟରେ ବିସ୍ମୃତଭାବେ ତାଲିମପ୍ରାପ୍ତ ହେବେ ।

ଙ. ନିମ୍ନଲିଖିତ ପଦ୍ଧତିରେ ଉଲ୍ଲେଖ ପ୍ରକାରେ ନିର୍ଦ୍ଦିଷ୍ଟ ତାରିଖ ଓ ସମୟରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ତାଙ୍କର ଅନ୍ୟାନ୍ୟ ପୋଲିଂ ଅଧିକାରୀଙ୍କ ସହ ନିର୍ବାଚନ ସାମଗ୍ରୀ ବିତରଣ କେନ୍ଦ୍ରରେ ଉପସ୍ଥିତ ହୋଇ ଆବଶ୍ୟକ ସାମଗ୍ରୀକ ଭୋଟବାକ୍ସ, ଭୋଟ କାଗଜ, ଭୋଟର ତାଲିକାର ଦୁଫାନ୍ତ ନକଲ ଓ ଅନ୍ୟାନ୍ୟ ନିର୍ବାଚନ ସାମଗ୍ରୀ ତଥା ଫର୍ମ ଇତ୍ୟାଦି ସଂଗ୍ରହ କରି ଭୋଟକେନ୍ଦ୍ରକୁ ଯିବା ପାଇଁ ପ୍ରସ୍ତୁତି କରିବେ ।

#### ୨. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ବ୍ୟବସ୍ଥା:-

କ. ପୋଲିଂ ପାର୍ଟି ସାଧାରଣତଃ ଭୋଟ ଗ୍ରହଣ ପୂର୍ବଦିନ ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ଦ୍ଵାରା ବ୍ୟବସ୍ଥା କରାଯାଇଥିବା ଯାନ ଦ୍ଵାରା ପହଞ୍ଚିବା ଆବଶ୍ୟକ ।

ଖ. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ପହଞ୍ଚିବା ପରେ ନିର୍ବାଚନ ସାମଗ୍ରୀ ଗୁଡ଼ିକର ସୁରକ୍ଷା ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ନିଜ ଦାୟିତ୍ଵ ।

ଗ. ଭୋଟଦାନ କକ୍ଷର ସୁବ୍ୟବସ୍ଥା ଏପରି ଭାବେ କରାଯିବ ଆବଶ୍ୟକ ସମ୍ପୂର୍ଣ୍ଣ ଭୋଟ ଦାନର ଗୁରୁତ୍ଵ ରକ୍ଷା କରାଯାଇ ପାରିବ, ଭୋଟରମାନେ ଶୃଙ୍ଖଳିତ ଭାବେ ଯାତ୍ରାରେ ପ୍ରବେଶ କରିବା ଓ ଭୋଟଦାନ ପରେ ପ୍ରସ୍ଥାନ କରିବା କାର୍ଯ୍ୟସୁରୁରୂପେ ନିୟନ୍ତ୍ରଣ କରାଯାଇପାରିବ ଏବଂ ଭୋଟଦାନ କକ୍ଷରେ ନିର୍ବାଚନ କାର୍ଯ୍ୟରେ କୌଣସି ବାହ୍ୟ ହସ୍ତକ୍ଷେପ ହେବ ନାହିଁ ।

ଘ. ପୋଲିଂ ଅଧିକାରୀ ଓ ପୋଲିଂ ଏଜେଣ୍ଟ ମାନଙ୍କ ପାଇଁ ଠିକ୍ ଭାବେ ବସିବା ବ୍ୟବସ୍ଥା କରିବେ । ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଏପରି ସ୍ଥାନରେ ବସିବେ ଯେଉଁଠାରୁ ସେ ସମସ୍ତ ନିର୍ବାଚନ କାର୍ଯ୍ୟ ଭଲଭାବେ ଅନୁଧ୍ୟାନ କରିପାରିବେ ଓ ଆବଶ୍ୟକ ପଦକ୍ଷେପ ଗ୍ରହଣ କରିପାରିବେ ।

ଙ. ଭୋଟଦାନ ପ୍ରକୋଷ୍ଠ ଏପରି ସ୍ଥାନରେ କରିବେ ଯେଉଁଠାରେ ଭୋଟଦାତାମାନେ ପରଦା ଉଦ୍ଘାଟନରେ ସେମାନଙ୍କ ଭୋଟ ଦେଇପାରିବେ ଏବଂ ଭୋଟଦାନ ବେଳେ ଅନ୍ୟ କେହି ଦେଖିପାରିବେ ନାହିଁ ।

ଚ. ଭୋଟଦାନ ଠିକ୍ ସମୟରେ ଆରମ୍ଭ ହେବା ନିମନ୍ତେ ଆଗରୁ କିଛି ଭୋଟକାଗଜ ପଛପଟେ ନିର୍ବାଚନ କମିଶନଙ୍କ ଦ୍ଵାରା ନିର୍ଦ୍ଦେଶିତ ପାର୍ଥକ୍ୟ ଚିହ୍ନ (Distinguishing mark) ସହ ଛାମ୍ପ କରାଯିବ ଓ ସମିତି ମୋହର ମଧ୍ୟ ଲଗାଯିବ । ଏତଦ୍ଭିନ୍ନ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ପ୍ରତ୍ୟେକ ଭୋଟ



କାଗଜ ପଛପଟେ ସମ୍ପୂର୍ଣ୍ଣ ସ୍ୱାକ୍ଷର କରିବେ । ଭୋଟଦାନ ପ୍ରକ୍ରିୟା ସମୟରେ ମଧ୍ୟ ପ୍ରତ୍ୟେକ ଭୋଟଦାତାଙ୍କୁ ଭୋଟକାଗଜ ପ୍ରଦାନ ପୂର୍ବରୁ ଉକ୍ତ କାର୍ଯ୍ୟ ଗୁଡ଼ିକ ଯଥା- ପାର୍ଥକ୍ୟ ଚିହ୍ନ ଛାପ କରିବା, ସମିତି ମୋହର ଦେବା ଓ ସ୍ୱାକ୍ଷର କରିବା ଇତ୍ୟାଦି କାର୍ଯ୍ୟ ସମ୍ପାଦନ ନିଷ୍ଠିତ କରିବେ ।

**୩. ଭୋଟଦାନ ଦିନ ନିମ୍ନଲିଖିତ କାର୍ଯ୍ୟଗୁଡ଼ିକ ପ୍ରତି ଧ୍ୟାନ ଦିଆଯିବ । (ନିୟମ - ୧୯)**

କ. ଭୋଟଦାନ ଧାର୍ଯ୍ୟ ସମୟ ସାମାନ୍ୟତଃ ପୂର୍ବରୁ ଆବଶ୍ୟକ ଜାଗାରେ ଉପଯୁକ୍ତ ନାମପତ୍ର (Label) ଯଥା ‘ଭୋଟବାକ୍ସ’, ‘ଭୋଟଦାନ ପ୍ରକୋଷ୍ଠ’, ‘ପ୍ରବେଶ’, ‘ପ୍ରସ୍ଥାନ’, ‘ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର’, ‘ପୋଲିଂ ଅଫିସର’, ପୋଲିଂ ଏଜେଣ୍ଟ ଇତ୍ୟାଦି ଲଗାଇବେ ।

ଖ. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ନିର୍ବାଚନ ମଣ୍ଡଳୀର ଭୋଟର ତାଲିକାର (Electoral Roll) ନକଲ ପ୍ରଦର୍ଶିତ କରିବେ ।

ଗ. ପ୍ରତିଦ୍ୱନ୍ଦିତା କରୁଥିବା ପ୍ରାର୍ଥୀମାନଙ୍କ ତାଲିକାର ଏକ ନକଲ ଓ ସେମାନଙ୍କୁ ଦିଆଯାଇଥିବା ଚିହ୍ନ (Symbol) ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ପ୍ରଦର୍ଶିତ ହେବ ।

ଘ. ପୋଲିଂ କ୍ଷେତ୍ର (Polling area) ନିର୍ଦ୍ଦିଷ୍ଟ କରୁଥିବା ଏକ ନୋଟିସ୍ ଭୋଟ କେନ୍ଦ୍ରରେ ପୋଲିଂ ବୁଥରେ ପ୍ରଦର୍ଶିତ ହେବ ।

**୪. ନିର୍ବାଚନ ଏଜେଣ୍ଟ ନିଯୁକ୍ତି: (Appointment of Election Agent) (ନିୟମ - ୧୨)**

ଯଦି ଜଣେ ପ୍ରାର୍ଥୀ ତାଙ୍କ ନିର୍ବାଚନ ଏଜେଣ୍ଟ ନିଯୁକ୍ତି କରିବା ପାଇଁ ଇଚ୍ଛା କରନ୍ତି ତେବେ ସେ ଏପରି ବ୍ୟକ୍ତିଙ୍କୁ ନିର୍ବାଚନ ଏଜେଣ୍ଟ ଭାବେ ନିଯୁକ୍ତି କରିବେ ଯାହାଙ୍କ ନାମ ପ୍ରାର୍ଥୀ ପ୍ରତିଦ୍ୱନ୍ଦିତା କରୁଥିବା ନିର୍ବାଚନ ମଣ୍ଡଳୀର ବୃତ୍ତାନ୍ତ ଭୋଟର ତାଲିକାରେ ଥିବ । ପ୍ରାର୍ଥୀ ଫର୍ମ- III ରେ ସ୍ୱାକ୍ଷର କରି ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କୁ ନୋଟିସ ଦେବେ ଓ ନିର୍ବାଚନ ଏଜେଣ୍ଟଙ୍କୁ ଏକ ନକଲ ଦେବେ ଯାହା ପାଞ୍ଚ କରି ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ପ୍ରବେଶ ଅନୁମତି ଦେବେ । ପ୍ରାର୍ଥୀ ଉକ୍ତ ନିଯୁକ୍ତି ପ୍ରତ୍ୟାହାର କରି ପୁନଃ ଅନ୍ୟ ଜଣଙ୍କୁ ମଧ୍ୟ ଏଜେଣ୍ଟ ନିଯୁକ୍ତି ଦେଇପାରିବେ । ଉକ୍ତ ଫର୍ମରେ ନିର୍ବାଚନ ଏଜେଣ୍ଟ ସେହି ନିଯୁକ୍ତିକୁ ଗ୍ରହଣ କଲେ ବୋଲି ମଧ୍ୟ ସ୍ୱାକ୍ଷର କରିଥିବେ ।

**୫. ପୋଲିଂ ଏଜେଣ୍ଟ ନିଯୁକ୍ତି: (Appointment of Polling Agent) (ନିୟମ - ୧୩)**

ପ୍ରାର୍ଥୀ ସ୍ୱାକ୍ଷର କରି ଦେଇଥିବା ଫର୍ମ- IV ରେ ନିଯୁକ୍ତି ପତ୍ରଟିକୁ ପୋଲିଂ ଏଜେଣ୍ଟ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କୁ ପ୍ରଦାନ କରିବେ ଓ ତହିଁରେ ଥିବା ଘୋଷଣାରେ ସ୍ୱାକ୍ଷର କରିବେ । ଉକ୍ତ ନିଯୁକ୍ତି

ପତ୍ରଟିକୁ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିୟମ-୧୩(୨) ପ୍ରକାରେ ନିଜ ଜିମାରେ ରଖିବେ । ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ପ୍ରତ୍ୟେକ ପ୍ରାର୍ଥୀଙ୍କ ତରଫରୁ ଜଣେ ମାତ୍ର ପୋଲିଂ ଏଜେଣ୍ଟ ରହିପାରିବେ । ଯଦି ଉକ୍ତ ଏଜେଣ୍ଟ ସାମୟିକଭାବେ ଅନୁପସ୍ଥିତ ରହନ୍ତି ତାଙ୍କ ସ୍ଥାନରେ ଅନ୍ୟ ଜଣେ ସହାୟକ ଏଜେଣ୍ଟ ରହିପାରନ୍ତି । ନିୟୁକ୍ତି ପତ୍ର ଯାଞ୍ଚ ପରେ ସହାୟକ ଏଜେଣ୍ଟଙ୍କୁ ପ୍ରବେଶ ଅନୁମତି ଦିଆଯିବ ।

### **୬. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରକୁ ପ୍ରବେଶ: (ନିୟମ ୨୦ ପ୍ରକାରେ)**

ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରକୁ ଏକାଥରେ କେତେଜଣ ଭୋଟଦାତା ଯିବେ ତାହା ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିୟନ୍ତ୍ରିତ କରିବେ । ନିମ୍ନଲିଖିତ ବ୍ୟକ୍ତିମାନଙ୍କୁ ଛାଡ଼ି ଅନ୍ୟମାନଙ୍କୁ ବାହାରେ ରଖିବେ ।

କ. ପୋଲିଂ ଅଧିକାରୀ ।

ଖ. ନିର୍ବାଚନ ସମ୍ପର୍କରେ କର୍ତ୍ତବ୍ୟରତ ସରକାରୀ କର୍ମଚାରୀ ।

ଗ. ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ଦ୍ଵାରା ପ୍ରାଧିକାର ପ୍ରାପ୍ତ ବ୍ୟକ୍ତିଗଣ ।

ଘ. ପ୍ରାର୍ଥୀ, ସେମାନଙ୍କ ନିର୍ବାଚନ ଏଜେଣ୍ଟ (ନିୟମ ୧୨ପ୍ରକାରେ) ଓ ପ୍ରତ୍ୟେକ ପ୍ରାର୍ଥୀଙ୍କ ପାଇଁ ଜଣେ ଲେଖାଏ ପୋଲିଂ ଏଜେଣ୍ଟ ।

ଙ. ଜଣେ ଭୋଟଦାତାଙ୍କ କାଖରେ ଥିବା ଜଣେ ଶିଶୁ ।

ଚ. ଅନ୍ୟର ବିନା ସାହାଯ୍ୟରେ ତଳପ୍ରତଳ କରିପାରୁନଥିବା ଜଣେ ଦୃଷ୍ଟିହୀନ ବା ଭିନ୍ନଶ୍ରମ ଭୋଟଦାତାଙ୍କ ସହିତ ଆସିଥିବା ଜଣେ ବ୍ୟକ୍ତି ।

ଛ. ଭୋଟଦାତାମାନଙ୍କୁ ଚିହ୍ନଟ କରିବା ପାଇଁ ନିର୍ବାଚନ ଅଧିକାରୀ ବା ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ଦ୍ଵାରା ନିୟୋଜିତ ସେପରି ଅନ୍ୟାନ୍ୟ ବ୍ୟକ୍ତି ।

### **୭. ଭୋଟ ବାକ୍ସ ପ୍ରସ୍ତୁତି : (ନିୟମ ୨୧ ପ୍ରକାରେ)**

କ. ଭୋଟ ଗ୍ରହଣ ଆରମ୍ଭର ଠିକ୍ ପୂର୍ବରୁ ଭୋଟବାକ୍ସ ଯେ ଖାଲିଅଛି ଏବଂ ସେଥିରେ ଉପନିୟମ (୫)ରେ ଉଲ୍ଲେଖିତ ଲେବେଲ ମାନ ଯଥା ନିର୍ବାଚନ ମଣ୍ଡଳୀର କୁମ୍ଭିକ ସଂଖ୍ୟା, ନିର୍ବାଚନ ମଣ୍ଡଳୀରନାମ, ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରର କୁମ୍ଭିକ ସଂଖ୍ୟା ଓ ନାମ, ଭୋଟ ବାକ୍ସର କୁମ୍ଭିକ ସଂଖ୍ୟା, ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ସ୍ଵାକ୍ଷର ମୋହର, ଭୋଟ ଗ୍ରହଣର ତାରିଖ ଲଗାଯାଇଛି, ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଏବିଷୟକୁ ପୋଲିଂ ଏଜେଣ୍ଟ ଓ ଅନ୍ୟବ୍ୟକ୍ତିମାନଙ୍କୁ ପ୍ରଦର୍ଶିତ କରିବେ । ଯେଉଁ କ୍ଷେତ୍ରରେ କାଗଜ ମୋହର (Paper Seal) ବ୍ୟବହୃତ ହେବ, ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର କାଗଜ ମୋହର (Paper Seal) ରେ ତାଙ୍କ ନିଜ ସ୍ଵାକ୍ଷର କରିବେ ଓ ଉପସ୍ଥିତ ଇଚ୍ଛୁକ ପୋଲିଂ ଏଜେଣ୍ଟଙ୍କ ସ୍ଵାକ୍ଷର ମଧ୍ୟ କରାଇବେ ।



ଖ. ଭୋଟବାକ୍ସତିକୁ ଏପର୍ବ ରୀତିରେ ସୁରକ୍ଷିତ କରିବେ ଓ ମୁଦ ଦେବେ ସେପରିକି ଭୋଟ କାଗଜ ଗଳାଇବା ପାଇଁ କେବଳ ରକ୍ତଚି ଖୋଲା ରହିବ ଓ ସିଲ ନଭାଙ୍ଗି ତାହାକୁ ଆଉ ଖୋଲାଯାଇ ପାରିବ ନାହିଁ । ଉପସ୍ଥିତ ପୋଲିଂ ଏଜେଣ୍ଟ୍ ରହିଲେ ମୁଦରେ ସେମାନଙ୍କ ମୋହର ମାରିପାରିବେ ।

ଗ. ଭୋଟ ବାକ୍ସତିକୁ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଓ ପୋଲିଂ ଏଜେଣ୍ଟ୍ ମାନଙ୍କ ଦୃଷ୍ଟିସାମ୍ୟ ମଧ୍ୟରେ ରଖିବେ ।

#### ୮. ଭୋଟଦାତାମାନଙ୍କୁ ଚିହ୍ନଟ କରିବା: (ନିୟମ - ୨୨)

କ. ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଭୋଟଦାତାଙ୍କୁ ଚିହ୍ନିବାରେ ଏବଂ ଅନ୍ୟାନ୍ୟ ସହାୟତା କରିବା ନିମନ୍ତେ ଯାହାଙ୍କୁ ଉପଯୁକ୍ତ ବିଚାର କରିବେ, ସେହି ବ୍ୟକ୍ତିଙ୍କୁ ନିୟୁକ୍ତି ଦେଇପାରିବେ ।

ଖ. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ଭୋଟଦାତା ପ୍ରବେଶ କରିବା ମାତ୍ରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର କିମ୍ବା ତାଙ୍କ ଦ୍ଵାରା ପ୍ରାପ୍ତ ପୋଲିଂ ଅଧିକାରୀ ତାଙ୍କ ପାଖରେ ଥିବା ଚୁଡ଼ାନ୍ତଭୋଟର ତାଲିକା ଦେଖି ସଂପୃକ୍ତ ଭୋଟରଙ୍କ କ୍ରମିକ ସଂଖ୍ୟା ନାମ ଓ ଅନ୍ୟାନ୍ୟ ସବିଶେଷ ବିବରଣୀ ପାଞ୍ଚ କରିବେ । ତା'ପରେ ଭୋଟଦାତାଙ୍କ କ୍ରମିକ ସଂଖ୍ୟା, ନାମ ଓ ସବିଶେଷ ବିବରଣୀ ପଢ଼ିବେ । ଯଦି ତାଙ୍କର ହୃଦ୍‌ବୋଧ ହୁଏ ଯେ ପଢ଼ାଯାଇଥିବା ବିଷୟ ଗୁଡ଼ିକ ଭୋଟଦାତାଙ୍କ କ୍ଷେତ୍ରରେ ମେଳ ଖାଉଛି ଏବଂ ତାଙ୍କର ଚିହ୍ନଟ ବିଷୟରେ କୌଣସି ଆପତ୍ତି ନାହିଁ ତେବେ ତାଙ୍କୁ ଭୋଟକାଗଜ ଦେବେ । ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକାରେ ଉକ୍ତ କ୍ରମିକ ସଂଖ୍ୟାରେ ଏକ ଚିକ୍ ମାର୍କ ଦେବେ ।

ଗ. ଭୋଟ କାଗଜ ପାଇବା ପାଇଁ କୌଣସି ବ୍ୟକ୍ତିଙ୍କର ଅଧିକାର ବିଚାର କରିବାବେଳେ ଯଦି ପାଞ୍ଚ ଅଧିକାରୀଙ୍କ ହୃଦ୍‌ବୋଧ ହୁଏ ଯେ, ଉକ୍ତବ୍ୟକ୍ତିଙ୍କ ନାମ ଭୋଟର ତାଲିକାରେ ସ୍ଥାନ ପାଇଛି । ତେବେ ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକାରେ ଲେଖାଥିବା ସାମାନ୍ୟ ଲେଖାଗତ ବା ମୁଦ୍ରଣଗତ ଅଶୁଦ୍ଧିକୁ ବିଚାରକୁ ନେବେ ନାହିଁ ।

#### ୯. ପରିଚୟ ସମ୍ବନ୍ଧରେ ଆପତ୍ତି (Challenging of Identity): (ନିୟମ - ୨୩)

କୌଣସି ନିର୍ଦ୍ଦିଷ୍ଟ ଭୋଟଦାତା ବୋଲି ଦାବୀ କରୁଥିବା ବ୍ୟକ୍ତିଙ୍କର ପରିଚୟ ସମ୍ବନ୍ଧରେ ଯେ କୌଣସି ପୋଲିଂ ଏଜେଣ୍ଟ୍ ପ୍ରଥମେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ନିକଟରେ ପାଞ୍ଚ ଟଙ୍କା ଦେଇ ଆପତ୍ତି କରି ପାରିବେ । ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଉକ୍ତ ଏଜେଣ୍ଟ୍ ଙ୍କ ଟଙ୍କା ଦାଖଲ ବାବଦରେ ଏକ ରସିଦ୍ ଦେବେ । ଯଦି କେହି ଏହି ଜମା ଦିଅନ୍ତି, ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଆପତ୍ତି ହୋଇଥିବା ବ୍ୟକ୍ତିଙ୍କୁ ମିଥ୍ୟା/ଜାଲ ପରଚିୟ ଦେବା ସ୍ଥଳେ ଆଇନରେ ବ୍ୟବସ୍ଥା ଥିବା ଗାନ୍ଧି ବିଷୟରେ ସତର୍କ

କରାଇବେ । ବୁଢ଼ାନ୍ତ ଭୋଟର ତାଲିକାରେ ଥିବା ମେଳ ହେଉଥିବା ଦରଜକୁ ପଢ଼ିବେ ଏବଂ ସେ, ସେଥିରେ ଦରଜ କରାଯାଇଥିବା ବ୍ୟକ୍ତିଙ୍କ ନୁହଁନ୍ତି ତାହା ପଚାରିବେ । ଫର୍ମ-୭ରେ ଆପଣଙ୍କୁ ଭୋଟ ଦାତାଙ୍କ ତାଲିକାରେ ଉକ୍ତ ବ୍ୟକ୍ତିଙ୍କର ନାମ ଓ ଠିକଣା ଲେଖିବେ ଓ ଉକ୍ତ ଭୋଟର ତାଲିକା ପ୍ରତିଲିପିରେ ତାହାଙ୍କୁ ସ୍ୱାକ୍ଷର କରିବା ପାଇଁ କହିବେ ।

#### ୧୦. ଆପଣଙ୍କ ତଦନ୍ତ :

ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଆପଣଙ୍କ ପ୍ରମାଣ କରିବାକୁ ସାକ୍ଷୀଦେବା ନିମନ୍ତେ ଏବଂ ଆପଣଙ୍କ ହୋଇଥିବା ବ୍ୟକ୍ତିଙ୍କୁ ତାଙ୍କ ପରିଚୟ ପ୍ରମାଣ କରିବା ପାଇଁ ସାକ୍ଷ୍ୟ ଦେବାକୁ କହିପାରିବେ । ଆପଣଙ୍କ ହୋଇଥିବା ବ୍ୟକ୍ତିଙ୍କୁ ନିଜ ପରିଚୟ ସମ୍ବନ୍ଧରେ ଆବଶ୍ୟକ ପ୍ରଶ୍ନ ପଚାରିପାରିବେ ଏବଂ ଶପଥ ପୂର୍ବକ ସେ ଗୁଡ଼ିକର ଉତ୍ତର ଦେବାକୁ ତାଙ୍କୁ କହିବେ । ଆପଣଙ୍କ ହୋଇଥିବା ବ୍ୟକ୍ତିଙ୍କୁ ଓ ସାକ୍ଷ୍ୟ ଦେବା ଲାଗି ପ୍ରସ୍ତାବ ଦେଇଥିବା ଅନ୍ୟ କୌଣସି ବ୍ୟକ୍ତିଙ୍କୁ ଶପଥ କରାଇ ପାରିବେ । ଯଦି ତଦନ୍ତ ପରେ ଆପଣଙ୍କ ପ୍ରମାଣିତ ନ ହୁଏ ତାହେଲେ ଭୋଟ ପାଇଁ ଅନୁମତି ଦେଇପାରିବେ ଏବଂ ଆପଣଙ୍କ ପ୍ରମାଣିତ ହେଲେ ସଂପୃକ୍ତ ବ୍ୟକ୍ତିଙ୍କୁ ଭୋଟଦେବାରୁ ବଞ୍ଚିତ କରିବେ ଓ ଜମା ରାଶିକୁ ଆପଣଙ୍କାରାଙ୍କୁ ଫେରାଇବେ । ପୁନଶ୍ଚ ଆପଣଙ୍କ ସାମାନ୍ୟ ପ୍ରତିପାଦିତ ହେଲେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଉପନିୟମ (୧) ଅନୁଯାୟୀ ଜମାରାଶିକୁ ସଂପୃକ୍ତ ସମିତିକୁ ବାଜ୍ୟାସ୍ତ କରିବା ପାଇଁ ନିର୍ଦ୍ଦେଶ ଦେବେ ।

#### ୧୧ .ଭୋଟ କାଗଜ ପ୍ରଦାନ: (ନିୟମ - ୨୪-୨୫)

ଭୋଟରଙ୍କ ପରିଚୟରେ ସନ୍ତୁଷ୍ଟ ହେବାପରେ ଭୋଟରଙ୍କ ବାମ ବିଶି ଆଙ୍ଗୁଠିରେ ସ୍ଥାୟୀକାଳୀ (Indelible Ink) ଲଗାଇବେ । ଯଦି ବାମ ବିଶି ଆଙ୍ଗୁଠିରେ କାଳି ଚିହ୍ନିଥାଏ କିମ୍ବା କାଳି ଲଗାଇବା ପାଇଁ ଉକ୍ତ ବ୍ୟକ୍ତି ମନା କରନ୍ତି କିମ୍ବା କାଳି ଲିଭାଇବା ଉଦ୍ଦେଶ୍ୟରେ କାର୍ଯ୍ୟ କରନ୍ତି ତେବେ ତାଙ୍କୁ ଭୋଟ କାଗଜ ଦିଆଯିବ ନାହିଁ । ଯଦି ଭୋଟରଙ୍କ ବାମ ହାତରେ ସମସ୍ତ ଆଙ୍ଗୁଠି ହରାଇଛନ୍ତି ତେବେ ଡାହାଣ ହାତରେ ବିଶି ଆଙ୍ଗୁଠିରେ ବା ଅନ୍ୟାନ୍ୟ କୌଣସି ଆଙ୍ଗୁଠିରେ କାଳି ଲଗାଇବେ । ଉଭୟ ହାତର ଆଙ୍ଗୁଠି ହରାଇବା ସ୍ଥଳେ ବାମ ବା ଡାହାଣ ବାହୁର ଶେଷାଂଶକୁ ସେହି ଅର୍ଥରେ ବୁଝାଯାଇ ସେଠାରେ କାଳି ଲଗାଇବେ । ଭୋଟ କାଗଜ ପ୍ରଦାନ ପୂର୍ବରୁ ଭୋଟ କାଗଜ ପଛପଟେ ପାର୍ଥକ୍ୟ ଚିହ୍ନ (distinguishing mark) ସହ ଛାମ୍ପ ଓ ସମିତି ମୋହର ଲଗାଯିବ । ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ସେଥିରେ ସମ୍ପୂର୍ଣ୍ଣ ସ୍ୱାକ୍ଷର କରିବେ । ପୋଲିଂ ଅଧିକାରୀ ବୁଢ଼ାନ୍ତ ଭୋଟର ତାଲିକା ପ୍ରତିଲିପିରେ ଭୋଟଦାତାଙ୍କ ବିବରଣୀ ଲେଖାଯାଇଥିବା ସ୍ଥାନରେ ଭୋଟ



କାଗଜର କୁମିଳ ସଂଖ୍ୟା ଲିପିବଦ୍ଧ କରିବେ । ଅନ୍ୟ କେହି ଯେପରି ଏହି କୁମିଳ ସଂଖ୍ୟା ନୋଟ ନକରନ୍ତି ସେଥିପ୍ରତି ଧ୍ୟାନ ଦେବେ । ଧାର୍ଯ୍ୟ ସମୟ ପୂର୍ବରୁ ଭୋଟଦାତାଙ୍କୁ ଭୋଟ କାଗଜ ଦିଆଯିବ ନାହିଁ । ଭୋଟ ଦାନ ପ୍ରକ୍ରିୟା ଶେଷ ପାଇଁ ଧାର୍ଯ୍ୟ କରାଯାଇଥିବା ସମୟରେ କେବଳ ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ର ମଧ୍ୟରେ ଥିବା ଭୋଟରଙ୍କୁ ଭୋଟ ପାଇଁ ଅନୁମତି ଦିଆଯିବ । ଭୋଟ ଦାନ ପାଇଁ ଧାର୍ଯ୍ୟ ସମୟ ସରିବା ମାତ୍ରେ କେବଳ ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ରରେ ଥିବା ଭୋଟରଙ୍କୁ ଶେଷପଟୁ ସ୍ଥିତ ପ୍ରଦାନ କରିବେ ।

#### **୧୭. ଭୋଟ ଦାନ ପ୍ରକ୍ରିୟା: (ନିୟମ - ୨୬)**

ଭୋଟଦାତା ଭୋଟକାଗଜଟିକୁ ନେଇ ପୋଲିଂ ବଖରାକୁ ଯିବେ ଓ ସେଥିରେ ଲଜ୍ଜାକରୁଥିବା ପ୍ରାର୍ଥୀଙ୍କୁ ଭୋଟ କାଗଜ ଉପରେ ସେହି ପ୍ରାର୍ଥୀଙ୍କ ନାମ ବା ପ୍ରତୀକ (symbol) ଉପରେ ବା ପାର୍ଶ୍ୱରେ ଭୋଟ ଦେବାପାଇଁ ଦିଆଯାଇଥିବା ବସ୍ତୁ ସାହାଯ୍ୟରେ ଗୋଟିଏ ଚିହ୍ନଦେବେ । ଭୋଟର ଭୋଟକାଗଜ ଭାଙ୍ଗ କରି ଭୋଟ ବାକ୍ସରେ ପକାଇବେ ଓ ଭୋଟକେନ୍ଦ୍ର ଛାଡ଼ିବେ । ଭୋଟ ବଖରାରେ ଏକ ସମୟରେ କେବଳ ଜଣେ ଭୋଟ ଦେଇପାରିବେ । ସେହି ସମୟରେ ଅନ୍ୟ କାହାରିକୁ ବଖରାକୁ ଛଡ଼ାଯିବ ନାହିଁ ।

#### **୧୩. ଦୃଷ୍ଟିହୀନ ବା ଭିନ୍ନଶ୍ରମ ଭୋଟଦାତାଙ୍କ ଭୋଟଦାନ :**

(Recording of Vote of blind or infirm voter) (ନିୟମ - ୨୮)

ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ଦ୍ୱଦ୍ବୋଧ ହେବା ପରେ, ଦୃଷ୍ଟିହୀନ ଓ ଭିନ୍ନଶ୍ରମ ଭୋଟଦାତାଙ୍କୁ ଅନୁମନ ଅଠର ବର୍ଷ ବୟସ୍କ ଜଣେ ମାତ୍ର ସାଙ୍ଗକୁ ଭୋଟ ଦାନ ବଖରାକୁ ଭୋଟଦାନ ସହାୟତା ପାଇଁ ଅନୁମତି ଦେବେ । ଅନୁମତି ଦେବା ପୂର୍ବରୁ ସେ ଭୋଟଦାତାଙ୍କ ଭୋଟର ଗୋପନୀୟତା ରକ୍ଷା କରିବେ ଓ ସେହିଦିନ ଅନ୍ୟ ଭୋଟଦାତାଙ୍କ ସଙ୍ଗେ ହୋଇ ନାହାନ୍ତି ବୋଲି Form - VIII ରେ ଏକ ଘୋଷଣା ଦେବେ । ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର Form - IX. ରେ ଉପରୋକ୍ତ ନିୟମରେ ଦେଇଥିବା ସମସ୍ତ ଭୋଟଦାତାଙ୍କ ବିଷୟରେ ରେକର୍ଡ଼ ରଖିବେ ।

#### **୧୪. ନଷ୍ଟ ଓ ଫେରସ୍ତ ଭୋଟକାଗଜ: (Spoilt & returned Ballot Paper) (ନିୟମ - ୨୯)**

ଯଦି ଜଣେ ଭୋଟଦାତା ତାଙ୍କ ଭୋଟ କାଗଜଟିକୁ ଅସାବଧାନତା ବଶତଃ ବ୍ୟବହାର କରିବା ଫଳରେ ତାହା ଏକ ଭୋଟକାଗଜ ଭାବେ ବ୍ୟବହୃତ ହୋଇପାରିବ ନାହିଁ ତେବେ ସେ ତାକୁ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କୁ ଫେରାଇଦେବେ । ତା'ପରେ ଉକ୍ତ ଭୋଟ କାଗଜ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର 'ନଷ୍ଟ ରଜ' ଚିହ୍ନ ଦେବେ । ଯଦି ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ଦ୍ୱଦ୍ବୋଧ ହୁଏ ଯେ

ଅସାବଧାନତାବଶତଃ ଭୋଟ କାଗଜ ବ୍ୟବହୃତ ହୋଇଛି ତେବେ ଆଉ ଗୋଟିଏ ଭୋଟକାଗଜ ଦେବେ । ଯଦି ଜଣେ ଭୋଟର ଭୋଟକାଗଜ ପାଇବା ପରେ ତାକୁ ବ୍ୟବହାର ନକରିବାକୁ ନିଷ୍ପତ୍ତି ନିଅନ୍ତି, ତେବେ ସେ ଭୋଟକାଗଜ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କୁ ଫେରସ୍ତ କରିବେ ଓ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ତା'ଉପରେ “ଫେରସ୍ତ ରଜ” ଚିହ୍ନ ଦେବେ । ଉପନିୟମ (୧) (୨) ପ୍ରକାରେ ରଜ କାଗଜ ଗୁଡ଼ିକୁ ଅଲଗା ଖୋଳରେ ରଖାଯିବ ।

#### ୧୫. ଅର୍ପିତ ଭୋଟ (Tendered Votes): (ନିୟମ - ୩୦)

ଜଣେ ବ୍ୟକ୍ତି ନିଜକୁ ନିର୍ଦ୍ଦିଷ୍ଟ ଭୋଟଦାତା ବୋଲି ପରିଚୟ ଦେଇ ଭୋଟଦେବା ପରେ ଯଦି ଅନ୍ୟ ଜଣେ ବ୍ୟକ୍ତି ସେହି ଭୋଟଦାତାର ପରିଚୟ ଦେଇ ଭୋଟକାଗଜ ପାଇଁ ଆବେଦନ କରନ୍ତି ତେବେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ତାକୁ ପରିଚୟ ସମ୍ପର୍କରେ ଆବଶ୍ୟକୀୟ ପ୍ରଶ୍ନ ପଚାରି ସନ୍ତୋଷ ଜନକ ଉତ୍ତର ପାଇବାପରେ ଭୋଟକାଗଜଟି ଉପରେ ‘ଅର୍ପିତ ଭୋଟ’ ଲେଖି କରି ଭୋଟ ଦାତାଙ୍କୁ ଦେବେ । ଅର୍ପିତ ଭୋଟ କାଗଜ ଦେବା ପୂର୍ବରୁ ଉକ୍ତ ବ୍ୟକ୍ତି ଫର୍ମ -X ରେ ଥିବା ତାଲିକାରେ ତାଙ୍କ ସମ୍ପର୍କରେ ଥିବା ଲେଖା ପାର୍ଶ୍ବରେ ନିଜ ନାମ ସ୍ୱାକ୍ଷରକରିବେ । ଭୋଟ କାଗଜ ଦେବା ପୂର୍ବରୁ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିମ୍ନଲିଖିତ ପ୍ରସଙ୍ଗ ପ୍ରତି ଦୃଷ୍ଟି ଦେବେ ।

କ. ଭୋଟଦାନ କେନ୍ଦ୍ରରେ ବ୍ୟବହାର ପାଇଁ ଦିଆଯାଇଥିବା ଭୋଟ କାଗଜ ବକ୍ସଲ୍‌ର ଶେଷ କୁମିଳ ସଂଖ୍ୟାଟି ଦିଆଯିବ ।

ଖ. ଭୋଟ କାଗଜ ପଛ ପାଖରେ ‘ଅର୍ପିତ ଭୋଟକାଗଜ’ (ଟେଣ୍ଡର୍ଡ ଭୋଟ) ଲେଖି ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ସ୍ୱାକ୍ଷର କରିବେ ।

ଗ. ଭୋଟଦାତା ଉକ୍ତ ପୋଲି ବଖରାରେ ଅର୍ପିତ ଭୋଟ କାଗଜରେ ଭୋଟଦେଇ ଭୋଟ ବାକ୍ସରେ ନପକାଇ ଭାଙ୍ଗ କରି ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କୁ ଦେବେ ଯାହାକୁ ସେ ଅଲଗା ଖୋଳରେ ରଖିବେ ।

#### ୧୬. ଭୋଟ ଦାନର ସମାପ୍ତି: (ନିୟମ - ୩୧)

ନିର୍ଦ୍ଧାରିତ ସମୟରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଭୋଟଦାନ କେନ୍ଦ୍ର ବନ୍ଦ କରିବେ ଓ କୌଣସି ଭୋଟଦାତାକୁ କେନ୍ଦ୍ର ଭିତରକୁ ଛାଡ଼ିବେ ନାହିଁ । କେବଳ ଭୋଟଦାନ କେନ୍ଦ୍ର ବନ୍ଦ ହେବା ପୂର୍ବରୁ ସେଠାରେ ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ର ମଧ୍ୟରେ ଧାଡ଼ିରେ ଥିବା ଭୋଟଦାତାଙ୍କୁ ପ୍ରଦାନ କରାଯାଇଥିବା ସ୍ଲିପ୍ ଦେଖି ସେମାନଙ୍କୁ ନିୟମ ପ୍ରକାରେ ଭୋଟ ଦାନର ସୁଯୋଗ ଦିଆଯିବ । ପ୍ରିଜାଇଡ଼ିଂ



ଅର୍ଚ୍ଚିସର ଏକ ସାଧା କାଗଜରେ ସ୍ୱାକ୍ଷର ଥାଇ ସ୍ଥିର ଶେଷଆଡ଼କୁ ଧାଡ଼ିରେ ଥିବା ପ୍ରତ୍ୟେକ ବ୍ୟକ୍ତିଙ୍କୁ ଦେବେ ଓ ସେହି ବ୍ୟକ୍ତିମାନେ ଉକ୍ତ ସ୍ଥିର ଦେଖାଇ ଭିତରକୁ ପ୍ରବେଶ କରିବେ ।

#### **୧୭. ଭୋଟ ବାକ୍ସ ମୁଦ ଦେବା: (ନିୟମ - ୩୨)**

ଭୋଟଦାନ ସରିବାପରେ ନିର୍ବାଚନ ଏଜେଣ୍ଟ ବା ପୋଲିଂ ଏଜେଣ୍ଟ ଯଦି ଥିବେ ତାଙ୍କ ଉପସ୍ଥିତିରେ ଭୋଟବାକ୍ସ ଛିଦ୍ରଟିକୁ ବନ୍ଦ କରିବେ ଓ ମୁଦ ଦେବେ ଓ ପୋଲିଂ ଏଜେଣ୍ଟ କା ମୋହର ଯଦିଥାଏ ତାହା ମୁଦ ଉପରେ ମରାଯିବ । ଗୋଟିଏ ଭୋଟ ବାକ୍ସ ପୂର୍ଣ୍ଣ ହେଲେ ଦ୍ୱିତୀୟ ଭୋଟ ବାକ୍ସ ବ୍ୟବହୃତ ହେବ ଓ ସେହି ବାକ୍ସକୁ ମଧ୍ୟ ଠିକ୍ ସେହି ପ୍ରକାରେ ମୁଦ ଦିଆଯିବ ।

#### **୧୮. ଭୋଟ କାଗଜ ହିସାବ: (ନିୟମ - ୩୩)**

ପ୍ରିଜାଇଡ଼ିଂ ଅର୍ଚ୍ଚିସର ଫର୍ମ -XI ରେ ଭୋଟ କାଗଜ ହିସାବ ପ୍ରସ୍ତୁତ କରିବେ ଓ “ଭୋଟ କାଗଜ ହିସାବ” ଲେଖାଯାଇଥିବା ଅଲଗା ଖୋଳରେ ରଖିବେ । ଯଦି ପୋଲିଂ ଏଜେଣ୍ଟ ଉକ୍ତ ହିସାବର ନକଲ ନେବା ପାଇଁ ଇଚ୍ଛା କରନ୍ତି ତେବେ ପ୍ରିଜାଇଡ଼ିଂ ଅର୍ଚ୍ଚିସର ସେହିପରି ଏକ ହିସାବର ନକଲ ଉପରେ ‘ସହି ନକଲ’ ବୋଲି ପ୍ରମାଣିତ କରି ପୋଲିଂ ଏଜେଣ୍ଟ କୁ ଦେବେ ।

#### **୧୯. ଅନ୍ୟ ପ୍ୟାକେଟ ଗୁଡ଼ିକର ମୁଦ ଦେବା: (ନିୟମ - ୩୪)**

ପ୍ରିଜାଇଡ଼ିଂ ଅର୍ଚ୍ଚିସର ନିମ୍ନଲିଖିତ କାଗଜ ଗୁଡ଼ିକ ଭିନ୍ନଭିନ୍ନ ପ୍ୟାକେଟରେ ରଖିବେ ।

କ. ଭୋଟର ଲିଷ୍ଟର ଚିହ୍ନିତ ନକଲ ।

ଖ. ଅବ୍ୟବହୃତ ଭୋଟକାଗଜ ।

ଗ. ରଦ୍ଦ ଭୋଟ କାଗଜ ।

ଘ. ଅର୍ପିତ ଭୋଟକାଗଜ (Tendered ballot papers) ଓ ଅର୍ପିତ ଭୋଟ କାଗଜ ଗୁଡ଼ିକର ତାଲିକା ଥିବା ଖୋଳ ।

ଙ. ଆପଣି ହୋଇଥିବା ଭୋଟଦାତାମାନଙ୍କ ତାଲିକା ।

ଚ. ଅନ୍ୟ ଯେଉଁ କାଗଜ ମୁଦଦିଆ ପ୍ୟାକେଟରେ ରଖିବା ପାଇଁ ମୁଖ୍ୟ ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ନିର୍ଦ୍ଦେଶ ଥିବ ସେହି ଅନ୍ୟାନ୍ୟ କାଗଜ ।

#### **୨୦. ଭୋଟପରେ ଭୋଟ ଉପକରଣ ଗୁଡ଼ିକ ଫେରସ୍ତ (ନିୟମ - ୩୫)**

ପ୍ରିଜାଇଡ଼ିଂ ଅର୍ଚ୍ଚିସର ନିଜର ମୋହର ଓ ଇଚ୍ଛୁକ କୌଣସି ପ୍ରାର୍ଥୀ ବା ପୋଲିଂ ଏଜେଣ୍ଟଙ୍କ ମୋହର ମାରି ପ୍ରତ୍ୟେକ ପ୍ୟାକେଟରେ ମୁଦ ଦେବେ । ଏହି ସମସ୍ତ କାର୍ଯ୍ୟ ସରିବା ପରେ ପ୍ରିଜାଇଡ଼ିଂ ଅର୍ଚ୍ଚିସର ନିମ୍ନଲିଖିତ ଉପକରଣ ଗୁଡ଼ିକ ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କ ଦ୍ୱାରା ନିର୍ଦ୍ଦେଶିତ ସ୍ଥାନରେ ପ୍ରଦାନ କରିବେ ।

କ. ଭୋଟ ବାଙ୍କୁ ।

ଖ. ଭୋଟ କାଗଜ ହିସାବ ।

ଗ. ନିୟମ ୩୪ ପ୍ରକାରେ ଉଲ୍ଲିଖିତ ମୁଦ ଦିଆ ପ୍ୟାକେଟ ।

ଘ. ଭୋଟ ଦାନ ସମୟରେ ବ୍ୟବହୃତ ଅନ୍ୟ ସମସ୍ତ କାଗଜପତ୍ର ।

**୨୧. ପୋଲିଂ ଅଫିସରଙ୍କୁ ଦାୟିତ୍ୱ ଅର୍ପଣ ସମ୍ପର୍କରେ:**

ଭୋଟ ଦିନ ନିର୍ବାଚନ କାର୍ଯ୍ୟ ସୁଚାରୁରୂପେ ସଂପାଦନ ନିମନ୍ତେ ପୋଲିଂ ଅଫିସରଙ୍କୁ ଉପଯୁକ୍ତ ଦାୟିତ୍ୱ ଅର୍ପଣ କରିବେ ।

**କ). ପ୍ରଥମ ପୋଲିଂ ଅଫିସର:**

ପ୍ରଥମ ପୋଲିଂ ଅଫିସରଙ୍କ ନିକଟରେ ଭୋଟର ତାଲିକାର ନକଲ ରହିବ । ଭୋଟଦାତା ପ୍ରବେଶ କରିବାପରେ ପ୍ରଥମ ପୋଲିଂ ଅଫିସରଙ୍କ ନିକଟକୁ ଯାଇ ନିଜର ପରିଚୟ ପ୍ରଦାନ କରିବାପରେ ଚୁଡ଼ାନ୍ତ ଭୋଟର ତାଲିକାର ପ୍ରତିଲିପି ରେ ଥିବା ସବିଶେଷ ବିବରଣୀ ଯାଞ୍ଚ କରିବେ ଓ ଭୋଟଦାତାଙ୍କ କୃମିକ ସଂଖ୍ୟା, ନାମ ଇତ୍ୟାଦି ଉଚ୍ଚସ୍ୱରରେ ପଢ଼ିବେ । ଯଦି ଭୋଟଦାତାଙ୍କ ବିଷୟରେ କୌଣସି ଆପତ୍ତି ନଥାଏ, ଭୋଟର ତାଲିକା ପ୍ରତିଲିପିରେ ଭୋଟଦାତାଙ୍କ ସମ୍ପର୍କରେ ଥିବା ଦରଜରେ ଭୋଟ କାଗଜର କୃମିକ ସଂଖ୍ୟା ଗୋପନୀୟଭାବେ ଲିପିବଦ୍ଧ କରିବେ । ଯଦି ଭୋଟଦାତାଙ୍କ ସମ୍ପର୍କରେ କୌଣସି ଆପତ୍ତି ହୁଏ, ତେବେ ପୋଲିଂ ଅଫିସର ଭୋଟଦାତାଙ୍କୁ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ପାଖକୁ ପଠାଇବେ ।

**ଖ). ଦ୍ୱିତୀୟ ପୋଲିଂ ଅଫିସର:**

ଭୋଟଦାତା ନିଜର ପରିଚୟ ପ୍ରଥମ ପୋଲିଂ ଅଫିସରଙ୍କୁ ପ୍ରଦାନ କରିବା ପରେ, ଦ୍ୱିତୀୟ ପୋଲିଂ ଅଫିସରଙ୍କ ନିକଟକୁ ଯିବେ । ଦ୍ୱିତୀୟ ପୋଲିଂ ଅଫିସର ଭୋଟକାଗଜଟିକୁ ସିଧାଭାବେ ଭର୍ଚ୍ଚିକରି ପୁଣି ଆନୁକ୍ରମିକଭାବେ ଭାଙ୍ଗ କରି ଭୋଟଦାତାଙ୍କୁ ପ୍ରଦାନ କରିବେ ।

**ଗ). ତୃତୀୟ ପୋଲିଂ ଅଫିସର:**

ଭୋଟଦାତା ଦ୍ୱିତୀୟ ପୋଲିଂ ଅଫିସରଙ୍କ ପାଖରୁ ଭୋଟ କାଗଜ ନେଇ ତୃତୀୟ ପୋଲିଂ ଅଫିସରଙ୍କ ପାଖକୁ ଯିବେ । ତୃତୀୟ ପୋଲିଂ ଅଫିସର ଭୋଟଦାତାଙ୍କ ବାମ ବିଶି ଆଙ୍ଗୁଠି କିମ୍ବା ଏହାର ବ୍ୟତିକ୍ରମରେ ଉପଯୁକ୍ତ ସ୍ଥାନରେ ସ୍ଥାୟୀ କାଳି ଲଗାଇବେ ଏବଂ ପୋଲିଂ ବଖରାକୁ ଯାଇ ଭୋଟଦାନ ନିମନ୍ତେ କହିବେ । ଯେଉଁ କ୍ଷେତ୍ରରେ କେବଳ ୨ଜଣ ପୋଲିଂ ଅଫିସର ଥିବେ ସେପରି ସ୍ଥଳେ ଦ୍ୱିତୀୟ ପୋଲିଂ ଅଫିସର, ଦ୍ୱିତୀୟ ଓ ତୃତୀୟ ପୋଲିଂ ଅଫିସରଙ୍କ କାର୍ଯ୍ୟ ସମ୍ପାଦନ କରିବେ ।



**୨୨. ଭୋଟ ବାକ୍ସ ଆଦି ନଷ୍ଟ ହେଲେ, ସାଜି ନିର୍ବାଚନ: (ନିୟମ - ୩୬)**

ଯଦି କୌଣସି ନିର୍ବାଚନରେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସରଙ୍କ ହେପାଜତରୁ କୌଣସି ଭୋଟ ବାକ୍ସ ବେଆଇନ ଭାବେ ଅପସାରଣ କରାଯାଏ କିମ୍ବା ତାହା ଦୁର୍ଭିକ୍ଷ ଯୋଗୁଁ ବା ଇଚ୍ଛାକୃତ ଭାବେ ନଷ୍ଟ ହୋଇଯାଏ ବା ହଜିଯାଏ କିମ୍ବା ଏପରି ପରିମାଣରେ କ୍ଷତିଗ୍ରସ୍ତ ହୁଏ ବା ତହିଁରେ ହେରଫେର କରାଯାଏ ଯେ ଭୋଟଦାନ କେନ୍ଦ୍ରରେ ଅନୁଷ୍ଠିତ ଭୋଟର ଫଳାଫଳ ଠିକ୍‌ଭାବରେ ନିରୂପିତ ହୋଇପାରିବ ନାହିଁ; ବା (ଖ) ଯେଉଁ କାରଣରୁ ବା ଯେଉଁ ପ୍ରକ୍ରିୟାଗତ ତ୍ରୁଟି ବା ଅନିୟମିତତା ଯୋଗୁଁ ଭୋଟଦାନ କେନ୍ଦ୍ରରେ ଭୋଟଦାନ ଅସିଦ୍ଧ ହେବାର ସମ୍ଭାବନା ଥାଏ କିମ୍ବା ଅନ୍ୟ କୌଣସି କାରଣରୁ ନିର୍ବାଚନ ହୋଇ ପାରିଲା ନାହିଁ, ତେବେ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ନିର୍ବାଚନ ଅଧିକାରୀଙ୍କୁ ବିହିତ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ଏହି ବିଷୟ ଜଣାଇବେ ।

**୨୩. ଭୋଟ ଜାଗଜ ଗଣତି ସମ୍ପର୍କରେ :-**

ନିର୍ବାଚନ ଅଧିକାରୀ ନିର୍ବାଚନ ସମ୍ପର୍କରେ ଯେଉଁ ଦାୟାଦ୍ୱ ପ୍ରିଜାଇଡ଼ିଂ ଅଫିସର ଓ ପୋଲିଂ ଅଫିସରଙ୍କ ଉପରେ ନ୍ୟସ୍ତ କରିବେ ସେମାନେ ତାହା ସୁରୁରୂପେ ତୁଲାଇବେ ।

**୨୪. ଧର୍ତ୍ତବ୍ୟ ଅପରାଧ ଓ ଆଇନରେ ଦଣ୍ଡ ବ୍ୟବସ୍ଥା:**

(କ). ଓଡ଼ିଶା ସମବାୟ ଆଇନ ଧାରା - ୨୮ (ଏ.ଏ.) ପ୍ରକାରେ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗଙ୍କ ଲିଖିତ ନିର୍ଦ୍ଦେଶକୁ ଯେଉଁ ବ୍ୟକ୍ତି ଅମାନ୍ୟ କରନ୍ତି ତେବେ ଆଇନ ଧାରା ୧୧୫ (୧୧) ପ୍ରକାରେ ପକ୍ଷର ହଜାର ଟଙ୍କା ଜୋରିମାନା କିମ୍ବା ଏକ ବର୍ଷ ଜେଲ ଦଣ୍ଡ କିମ୍ବା ଉଭୟ ଦଣ୍ଡରେ ଦଣ୍ଡିତ ହେବେ ।

(ଖ). କୌଣସି ବ୍ୟକ୍ତି ଇଚ୍ଛାକୃତ ଭାବେ କୌଣସି ଦୁର୍ନୀତିଗ୍ରସ୍ତ କାର୍ଯ୍ୟ, ନିଷିଦ୍ଧ କାର୍ଯ୍ୟ, ବିଶୃଙ୍ଖଳିତ ଆଚରଣ ଏବଂ ଅସଦାଚରଣକୁ ପ୍ରଶୟ ଦିଅନ୍ତି ସେ ଉପଧାରା - ୧୨ ଧାରା ୧୧୫ ଅନୁଯାୟୀ ଅଠର ହଜାର ଟଙ୍କା ଜୋରିମାନା କିମ୍ବା ଏକ ବର୍ଷ ଜେଲ କିମ୍ବା ଉଭୟ ଦଣ୍ଡରେ ଦଣ୍ଡିତ ହେବେ । ଉପରୋକ୍ତ ଅପରାଧ ଧାରା ୧୧୬ ଅନୁଯାୟୀ ଧର୍ତ୍ତବ୍ୟ ଅପରାଧ ଅଟେ ଏବଂ ନିବନ୍ଧକ ଏହି ଅପରାଧୀଙ୍କ ବିରୁଦ୍ଧରେ ପ୍ରଥମଶ୍ରେଣୀ ମାର୍ଜିଣ୍ଡେଟଙ୍କ ନିକଟରେ ମକଦ୍ଦମା ଦାୟର କରିପାରିବେ ।

(ଗ). ଅଧିନିୟମ ବା ନିୟମର ବ୍ୟବସ୍ଥା ମଧ୍ୟରେ ରାଜ୍ୟ ସମବାୟ ନିର୍ବାଚନ ଆୟୋଗ ବା ତାଙ୍କ ଦ୍ୱାରା ନିଯୁକ୍ତି କୌଣସି ଅଧିକାରୀ ନିର୍ବାଚନ କାର୍ଯ୍ୟ ସଂପାଦନ ଓ ପରିଚାଳନା ସମୟରେ ଦେଇଥିବା କୌଣସି ଆଦେଶର ଅବମାନନା ବା ନିର୍ବାଚନ ଉଲ୍ଲିଖିତ ସମୟରେ ଜଣେ

ଭୋଟଦାତା ରୂପେ ଅନ୍ୟକୌଣସି ବ୍ୟକ୍ତି ବା ଅନ୍ୟ ଜଣେ ଭୋଟ ଦାତା ମିଥ୍ୟା ପରିଚୟ ପ୍ରଦାନ କଲେ ଅଧିନିୟମର ଧାରା ୧୧୫ର ଉପଧାରା (୫ ଖ) ଅନୁଯାୟୀ ଏହା ଏକ ଅପରାଧ ହେବ ।  
(ନିୟମ-୫୬)

## **ପରିଶିଷ୍ଟ-୧- ନିର୍ବାଚନ ସାମଗ୍ରୀ ଯୋଗାଣ:**

୧. ଭୋଟ ବାକ୍ସ (Ballot Box)
୨. ଭୋଟ କାଗଜ (Ballot Paper)
୩. ଚୂଡ଼ାନ୍ତ ନିର୍ବାଚକ ନାମାବଳୀ (Final Electoral Roll)
୪. ପ୍ରତିଦ୍ୱନ୍ଦୀ ପ୍ରାର୍ଥୀ ତାଲିକା (List of Contesting Candidates)
୫. କ୍ଲସ ମାର୍କ ରବର ଷ୍ଟାମ୍ପ
୬. ସ୍ଥାୟୀ କାଳି (Indelible Ink )
୭. ଜଉ ମୁଦ (Sealing Wax )
୮. ଭୋଟ ଦାନ ବଖରା ନିମନ୍ତେ ପରଦା
୯. ଅଠା (Gum)
୧୦. ଲଣ୍ଠନ ଓ କିରୋସିନ ତେଲ
୧୧. ଧାତୁ ସିଲ (Metal Seal )
୧୨. ସୁତୁଲି
୧୩. ସୁତା
୧୪. ପେନସିଲ
୧୫. ଷ୍ଟାମ୍ପ ପ୍ୟାଡ୍ (Stamp Pad) ଦୁଇଗୋଟି
୧୬. କଲମ (Pen)
୧୭. ଧଳା କାଗଜ
୧୮. ପିନ୍ (Pin)
୧୯. ଦିଆସିଲି
୨୦. କାର୍ବନ ପେପର ୫୦ଗୋଟି
୨୧. କିଛି କପଡ଼ା
୨୨. ଟିଣ ପାତ୍ର
୨୩. ଟ୍ରଙ୍କ
୨୪. ତାଲା ଗୁଦି
୨୫. ମହମବତୀ (Candle)
୨୬. ରବର ବ୍ୟାଣ୍ଡ

**ପରିଶିଷ୍ଟ-୨- ଫର୍ମ ଏବଂ ଖୋଳ:**

୧. ଆପତ୍ତିପୁତ୍ର ଭୋଟ ଦାତାଙ୍କ ତାଲିକା (ଫାରମ ନଂ - VII) ନିୟମ - (୨୮) (୧)
୨. ଦୁର୍ଦ୍ଦିହାନ / ଭିନ୍ନସମ ଭୋଟଦାତାଙ୍କ ସାଙ୍ଗ ଦ୍ଵାରା ଘୋଷିତ ଫାରମ (ଫାରମ ନଂ- VIII) ନିୟମ - (୨୮) (୨)
୩. ଦୁର୍ଦ୍ଦିହାନ / ଭିନ୍ନସମ ଭୋଟଦାତାଙ୍କ ତାଲିକା ଫାରମ (ଫାରମ ନଂ-IX) ନିୟମ - (୨୮) (୨)
୪. ଅର୍ପିତ ଭୋଟ ତାଲିକା ପାଇଁ ଫାରମ (ଫାରମ ନଂ - X) ନିୟମ - (୩୦) (୨)
୫. ଭୋଟ କାଗଜ ହିସାବ ଫାରମ (ଫାରମ ନଂ -XI) ନିୟମ - (୩୩) (୨)
୬. ନିର୍ବାଚକ ନାମାବଳୀର ଚିହ୍ନିତ ନକଲ ପ୍ୟାକେଟ ଖୋଳ (Envelope for marked copy of electoral roll)
୭. ଭୋଟକାଗଜ ହିସାବ ଖୋଳ (Envelope for Ballot Paper A/c)
୮. ଅବ୍ୟବହୃତ ଭୋଟ କାଗଜ ଖୋଳ (Envelope for unused ballot paper)
୯. ଅର୍ପିତ ଭୋଟ କାଗଜ ଓ ଅର୍ପିତ ଭୋଟ ତାଲିକା ଖୋଳ (Envelope for tender ballot paper with list of tender ballot paper)
୧୦. ରଦ୍ଦ ଓ ଫେରସ୍ତ ଭୋଟ କାଗଜ ଖୋଳ (Envelope for return & cancelled ballot paper)
୧୧. ନଷ୍ଟ ଓ ରଦ୍ଦ ଭୋଟ କାଗଜ ଖୋଳ (Envelope for spoilt & cancelled ballot paper)
୧୨. ପ୍ରତିଦ୍ଵନ୍ଦିତା କରୁଥିବା ପ୍ରାର୍ଥୀମାନଙ୍କ ଚୂଡ଼ାନ୍ତ ତାଲିକା ପ୍ରକାଶନ ଫାରମ (Form IIA part B) (form for publication of final list of contesting candidates)

**ପରିଶିଷ୍ଟ-୩- ନାମପଟି (labels)**

୧. ନିଷିଦ୍ଧ କ୍ଷେତ୍ର - ୨ ଗୋଟି
୨. ଭୋଟ ଗ୍ରହଣ କେନ୍ଦ୍ର - ୨ଗୋଟି
୩. ପ୍ରବେଶ - ୨ଗୋଟି
୪. ପ୍ରସ୍ଥାନ - ୨ଗୋଟି
୫. ପ୍ରତ୍ୟକ୍ଷ ସ୍ଥାନ (ପୁରୁଷ) - ୨ଗୋଟି
୬. ପ୍ରତ୍ୟକ୍ଷ ସ୍ଥାନ (ମହିଳା) - ୨ଗୋଟି
୭. ଭୋଟଦାନ ବଖରା - ୧ଗୋଟି
୮. ଭୋଟ ବାକ୍ସ - ୧ଗୋଟି କିମ୍ବା ଆବଶ୍ୟକ ମୁତାବକ
୯. ପୋଲିଂ ଏଜେଣ୍ଟ - ୪ଗୋଟି
୧୦. ପ୍ରଜାଲତ୍ତି ଅଫିସର - ୧ଗୋଟି
୧୧. ପୋଲିଂ ଅଫିସର - ୩ ଗୋଟି

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